

TRANSPORTATION 3600

HOME TO SCHOOL TRANSPORTATION 3610

WALK TO SCHOOL DISTANCES 3610.1

School bus transportation shall be provided for students living in excess of the following walking distances from their neighborhood schools:

- elementary ¾ mile;
- middle 1 mile; and
- high 1 ½ mile.

Students living within the above referenced walking distances shall be provided school bus transportation if required by the applicable provisions of Sections 3610.2, 3610.3, and 3610AR.

Students living within the established walking distances may be provided transportation on a space available basis in accordance with Section 3610AR, "Courtesy Rides".

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when
14-275b Transportation of handicapped students
14-275c Regulations re school buses and motor vehicles used to transport special education students
14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Approved 8/27/04

CONTIGUOUS TOWNS 3610.2

The Fairfield Board of Education will not provide transportation for students attending elementary or secondary non-public schools in contiguous school districts except for students whose placement in said school is for special education purposes or other requirements of state law such as vocational schools.

Legal Reference: Connecticut General Statutes
10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when
14-275b Transportation of handicapped students
14-275c Regulations re school buses and motor vehicles used to transport special education students

CONTIGUOUS TOWNS (continued)

3610.2

- 14-276a(c) Town/school district may require its school bus operators to have completed a safety training course
- 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles

Approved 8/27/04

Home to School Transportation

DEFINITIONS

3610.3

Walking Distance is the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road or highway nearest the pupil's residence to a designated point at each school site. The "designated point" is a point on the curb in the parking lot closest to the front door of the building except for Holland Hill and Tomlinson which will be a point on the curb on the road closest to the front door of the building. "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.

Bus Stop is a geographical location designated by the Board of Education or a designated administrator where pupils can safely wait for the purposes of boarding or disembarking a school bus. Permanent school bus stops will not be established for regular school transportation grades K-12, which cause school buses to enter cul-de-sacs, unless this provision results in students walking greater than the established distance for their grade level.

Raised walk area or sidewalk means a portion of the landscaped right of way at least three (3) 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 white line safety markings along the street pavement.

Student is a child enrolled in the Fairfield Public Schools and/or a child for whom the Board of Education is required to provide bus transportation under either Connecticut General Statutes or the terms of this policy.

Legal Reference:

- Connecticut General Statutes
- 10-186 Duties of local and regional boards of education
- 10-220 Duties of boards of education
- 14-275 Equipment and color of school buses
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- 14-275b Transportation of handicapped students
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Approved 8/27/04

ADMINISTRATIVE REGULATIONS ON HOME TO SCHOOL TRANSPORTATION

3610AR

Courtesy Rides

A courtesy ride is transportation provided to students who live within walk zones upon request of the parent or guardian.

- Rides may be available when capacity permits while leaving some empty seats to accommodate changes in student loads, students moving into the school, shifts in bus routes, and other unknowns.
- Courtesy rides are assigned for only one (1) school year at a time. Students, who were courtesy riders at the end of the prior school year, receive a form to apply for a courtesy ride for the following school year for the same school. Requests from returning riders living furthest from school will be accommodated first and have a priority over new requests.
- If bus ridership increases during any school year, courtesy ride permission may be withdrawn.
- New courtesy applications must be received no later than August 1st to be considered for the first week of school.
- New courtesy riders, who apply prior to August 1st, will be granted rides by giving priority among new requests to those who live furthest from the school. After August 1st, rides will be granted in the order in which they are received.
- Students, who apply after August 1st, and those who cannot be accommodated by the first week of school, will be notified AFTER the third week of school of seat availability.
- Courtesy rides are only available at scheduled stops where students are already being picked up and/or dropped off.

Bus Stop Schedules and Rider Eligibility

Bus stop schedules will be published in local newspapers on approximately August 15th of each year.

Names of students who are entitled to school transportation may be verified in school offices and the Transportation Office two (2) weeks prior to the beginning of school.

The list of street addresses showing ride eligibility is available at any time in all schools, the Transportation Office, and Central Office.

Requests to Change Bus Stops

The school administration and the bus company have reviewed all bus stops. In addition, many stops have been reviewed by the Board of Education's Transportation Safety Advisors.

Requests to change a bus stop location and/or add / delete a stop must be made in writing. In responding to such requests, student safety is the primary criteria. Changing a bus stop is a complex process; such changes require a physical examination by an authorized school system representative and a consultation with the bus contractor. If a change is granted, each family is notified. The bus route is then reviewed and modified.

Requests for a change for non-safety issues (day care, visibility of stop from home, etc.) will only be made upon agreement of all families at the stop or if no other students are involved.

**ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued)**

3610AR

Hazardous Conditions

A. The maximum walking distances from home to school or to a prescribed point of embarkation are the following:

- elementary $\frac{3}{4}$ mile;
- middle 1 mile; and
- high 1 $\frac{1}{2}$ mile.

Any walking route to either the bus stop or the school, which is in excess of the above distances, shall be hazardous.

B. Any street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:

- for pupils in grades Kindergarten through 5, absence of pedestrian crossing light or crossing guard where three (3) or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty (60) vehicles per hour at the intersection;
- for pupils enrolled in grades 6 through 12, the absence of a traffic light, stop signs, or crossing guard where three (3) or more streets intersect and has a traffic count which exceeds ninety (90) vehicles per hour during the time that pupils are walking to or from school;
- for all pupils, any street, road, or highway with speed limits in excess of forty (40) miles per hour which do not have pedestrian crossing lights, crossing guards, or other safety provisions at points where pupils must cross when going to or from school or the bus stop; or
- for all pupils, the usual or frequent presence of any nuisance such as 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 (5) miles per hour, and the like, including such nuisance which is hazardous or attractive to children.

C. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:

- for pupils in grades Kindergarten through 5, any street, road, or highway possessing a traffic count of sixty (60) or more vehicles per hour at the time that pupils are walking to or from school;
- for all pupils, the presence of man-made hazards including attractive nuisances, as stated in Section B, fourth bullet;
- for all pupils, any roadway available to vehicles that does not have a minimum width of twenty-two (22) feet;
- for all pupils, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty (20) feet; or
- for all pupils in grades Kindergarten through 5, any street, road, or highway possessing a speed limit in excess of thirty (30) miles per hour.

**ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued)**

3610AR

Hazardous Conditions (continued)

- D. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of Transportation, or other reasonable standard.
- E. Any walkway, path, or bridge 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 pupils and the track; and any crossing of railroad tracks that carry moving trains during the hours that pupils are walking to or from school shall be deemed hazardous unless:
- a crossing guard is present; or
 - an automatic control bar is present at crossings used by pupils under age ten (10) or a bar or red flashing signal light is operational when the crossing is used by pupils over ten (10) years of age.
- F. A lake, pond, stream, culvert, waterway, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water.
- G. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three (3) or more feet per four (4) feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades Kindergarten through 8.
- H. Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

Special Exceptions

Kindergarten students who receive transportation both to and from school will embark and disembark as near their residence as practical during the kindergarten-only school bus transportation. At all other times, these students will utilize the normally planned stops.

Pupils possessing physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school, as determined by their physician, the school medical advisor, and/or the PPT process, shall receive appropriate transportation.

Transportation services for special education pupils shall be determined on an individual basis.

Exception

The administration may grant an exception to any provision of these regulations wherein a particular condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment.

**ADMINISTRATIVE REGULATIONS ON
HOME TO SCHOOL TRANSPORTATION (continued)**

3610AR

Late Buses

The transportation contract contains a provision that financially penalizes the bus company when buses are substantially late. Schools and others should use the *Transportation: Deviation from Schedule Log Form* to notify the Fairfield Transportation Supervisor of any lateness that may result in a financial penalty to the bus company.

NOTE: These regulations are applicable to private roads approved for passage of school transportation vehicles in accordance with Connecticut General Statutes 10-220c.

8/27/04

BUS DRILLS

3615

The Board recognizes that orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

The bus contractor shall be responsible for seeing that each bus driver instructs students regarding safe evacuation of the bus in an emergency. This shall include instruction on the use of both emergency doors and windows if appropriate.

The Transportation Supervisor, along with school principals, shall establish a calendar for providing drills as set forth in the Connecticut State Statutes: "At least twice during each school year, each pupil shall be instructed in safe riding practices, and participate in emergency evacuation drills. Precautions shall be taken to prevent accidental injuries. Responsibility for compliance with this section shall rest with the school administration."

Legal Reference: Connecticut General Statutes 14-275c-16 Pupil instruction (Motor Vehicle Section)

Approved 8/27/04

ATHLETIC AND SCHOOL TRIP TRANSPORTATION

3620

ATHLETIC EVENTS

3620.1

Transportation for athletic events may be fulfilled by private transportation companies on a unit trip basis, or through other non-contracted transportation arrangements.

Approved 8/27/04

SCHOOL TRIPS

3620.2

School trips may be arranged with the incumbent home-to-school bus contractor or other commercially available public transit vehicles.

Approved 8/27/04

ATHLETIC AND SCHOOL TRIP TRANSPORTATION (continued) 3620

RENTAL VEHICLES 3620.3

Rental of vehicles for specific purposes shall conform to all Connecticut Motor Vehicle Department regulations regarding the transportation of school children and licensing requirements for public service operations.

Approved 8/27/04

TRANSPORTATION COMPLAINTS 3630

All complaints concerning school transportation safety will be made to the Transportation Supervisor. The Supervisor will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

The Superintendent or designee will provide the commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year. A copy of the communication will be shared with the Board.

Legal Reference: Connecticut General Statutes 10-221c Development of policy for reporting complaints re school transportation safety

Approved 8/27/04

BUS ACCIDENT WITH CHILDREN ABOARD 3640

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the emergency services dispatcher (911) by cell phone, radio, or other means and inform him of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the bus depot and follow the current procedures as stated in the Administrative Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor's office.

In the event of a mechanical breakdown the students shall remain under the control of the bus driver until a replacement vehicle arrives or the problem is corrected.

Approved 8/27/04

**ADMINISTRATIVE REGULATIONS ON
BUS ACCIDENT WITH CHILDREN ABOARD 3640AR**

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the emergency services dispatcher (911) by cell phone, radio, or other means and inform them of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the bus depot and follow the current procedures as stated in these Administrative Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor's office.

**ADMINISTRATIVE REGULATIONS ON
BUS ACCIDENT WITH CHILDREN ABOARD (continued)**

3640AR

If necessary, the Fairfield Police Department or bus depot will contact emergency medical services for appropriate action.

The bus driver should assist the Police, EMS, or a Fairfield Public School liaison to confirm names of all students and note any injuries.

The Fairfield Public School Transportation department will then contact the principal and Central Office, providing all pertinent information.

Bus drivers are not to release students to parents or guardians until directed by an administrator or the Fairfield Police Department.

The Superintendent or designee will arrange, if necessary, alternate transportation from the scene of the accident to home or school, as appropriate.

If injuries are minor, the children are transported back to the school where the school nurse will evaluate them and treat or refer them as necessary. The nurse will then complete accident reports for any students treated. If there are major injuries, a Fairfield Public School liaison will be sent to the hospital where he would contact the families and remain there to greet and offer support. No medical information would be provided. The Fairfield Public School liaison would then update the Superintendent, Principal, and Central Office.

The principal will confirm that all families have been notified.

The Superintendent or designee will contact the Board of Education and mobilize support. The Superintendent or designee will coordinate notification to the school community and the press.

In the event an accident occurs on a field, sports, or other trip not during regular school hours, the adult in charge will be responsible for seeing that the accident procedures are followed.

Students are not permitted to leave the school group during the trip unless prior written permission from a parent or guardian is received (CREF 6330AR).

8/27/04

WEAPONS AND DANGEROUS INSTRUMENTS

4230

All dangerous instruments and weapons (guns, knives, etc.) are prohibited on school property, student transportation, and at school-sponsored activities. Such instruments and weapons shall be confiscated. Any violation will be reported to the police. School officials shall pursue appropriate disciplinary or legal action.

Exceptions may be made at the discretion of the administration for school-provided or school-approved equipment that has an educational purpose. (e.g., knives in the restaurant program)

Legal Reference: Connecticut General Statutes 10-221 Board of Education to prescribe rules, policies, and procedures

Approved 8/27/04

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

4255

The Fairfield Public School District is committed to the establishment of a drug and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991. The district shall adhere to federal law and regulations requiring a school bus drivers drug and alcohol testing program.

Contracts for transportation approved by this district shall contain assurance that the contractor will establish a drug and alcohol testing program that meets the requirements of federal regulations and this policy and will actively enforce the regulations of this policy as well as federal requirements.

ADMINISTRATIVE REGULATIONS ON DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

4255

Legal Reference: United States Code, Title 49
2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)
Code of Federal Regulations, Title 49
40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs
382 Controlled Substance and Alcohol Use and Testing
395 Hours of Service Drivers
Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540
International Brotherhood of Teamsters v. Department of Transportation 932 F. 2d 1292 (1991)
American Trucking Association, Inc. v. Federal Highway Administration (1995) WL 136022 (4th circuit)
Connecticut General Statutes PA 95-140 An Act Authorizing Drug Testing of Drivers of Certain Commercial Motor Vehicle

Approved 8/27/04

HOMELESS STUDENTS

5126

- Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.

VIDEO SURVEILLANCE

5131

The Board authorizes the use of video cameras on district property and school transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The use of video cameras in school locker rooms or bathrooms is prohibited. Video cameras may be used in other school or district locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property and/or school transportation vehicles.

Video recordings establishing a violation of Board policies, administrative regulations, building rules or law may be used to support appropriate disciplinary action or may be provided to law enforcement agencies even in the case of individuals who are not students or staff.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Legal Reference: Connecticut General Statutes

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Educational Rights and Privacy Act, sec 438, 20 U.S.C. sec. 1232g (1988).

First read: May 23, 2005

Policy adopted as amended: June 28, 2005

ADMINISTRATIVE REGULATIONS ON FIELD TRIPS

6330AR

Field Trips During School Time

The Board of Education Policy on school trips will be administered initially at the individual building level.

- Transportation
 - Arrangements for buses should be made through the Transportation Office at least two (2) weeks prior to the trip.
 - School trip approval forms are available in each school office.

Community Relations

Participation by the Public

TRANSPORTATION SAFETY ADVISORS

1224

This working group serves in an advisory capacity to the Board and makes recommendations to the Board of Education relative to school transportation safety.

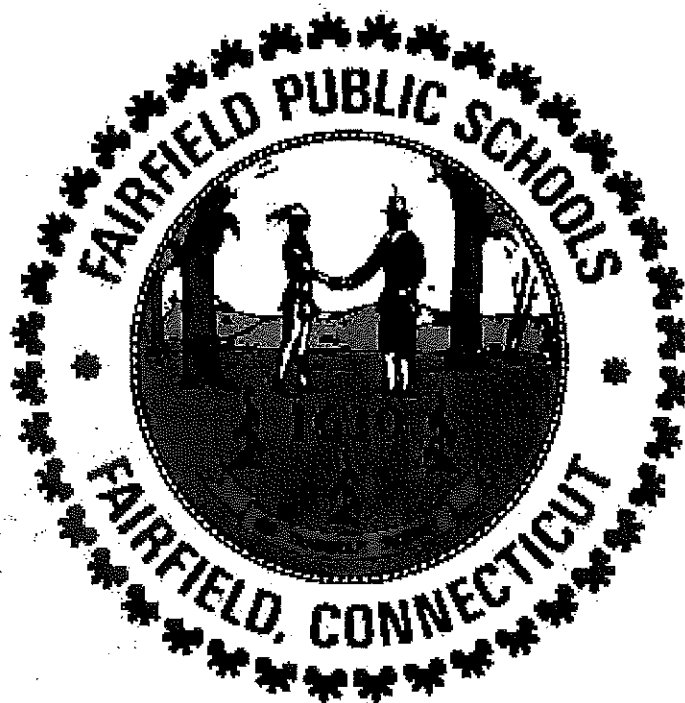
Approved 8/27/04

FAIRFIELD


Public Schools
- Connecticut -

Board of Education Handbook

Approved
June 26, 2012



This handbook summarizes various policies, protocols and practices of the Board of Education to aid its members and the general public in understanding the operating principles of the Board.

- B. Election of Board of Education Members** – The Fairfield Board of Education is a nine member, bi-partisan Board. Board members serve four year terms, with four members up for election in one election cycle and five members up for election two years later. By example, in 2011 five members were up for election, and in 2013 four members are up for election.
- C. Committee of the Whole** – The Board of Education, at its November, 2011 Organizational Meeting, decided to maintain a single standing committee to review policy matters. All other business items including, but not limited to, curriculum, special programs, facilities, information technology, long-range planning, finance, budget and community relations shall be reviewed by the Board acting as a committee of the whole at Regular and Special Meetings.
- D. Appointments** – The Chair shall appoint or re-appoint Board of Education members to the various Standing, Advisory and Ad Hoc Committees, as well as maintain Liaison responsibilities to other Town Boards and Commissions, following the annual Organizational Meeting each November. (By-laws Article II, Section 3A, sub-sections 3-8)
- E. Reports** – Liaison and Committee Reports should be sent in advance for distribution in the Friday Packet. Where additional oral reports are needed, points should be made in as few words as possible. Meeting reports, if required, should be no longer than two minutes. (CABE Boardmanship – *Twenty Guidelines for Board Members* #1 and Chair’s email, Fall, 2011)
- F. Policy Standing Committee** – The purpose of this committee is to formulate and recommend written policies by which the Board shall exercise its leadership in the operation of the school district and to study and evaluate administrative regulations and reports concerning the execution of the Board’s written policies in accordance with Article IV, Section 2. (By-laws Article II, Section 4A, sub-sections 1-2)
-  **G. Transportation Safety Advisors** – The Transportation Safety Advisors are a working group that makes recommendations relative to school transportation safety. The Transportation Safety Advisors are generally comprised of the Transportation Supervisor, a Board of Education member, a representative from the police department and the bus contractor. The primary function of the Transportation Safety Advisors is to review, upon written referral, a transportation decision made by the Transportation Supervisor on a request made by a parent or citizen for a bus route or bus stop change. The decision is reviewed for compliance with Board of Education Transportation Policy and related Administrative Regulations. (Policies 3600 et seq.)

H. Liaison Responsibilities

1. Town of Fairfield Charter Positions
 - a. Fairfield Board of Health – In accordance with the Town of Fairfield Charter Article X, Section 10.9, a Board of Education member is designated annually and serves as a voting member of the Board of Health.
 - b. Fairfield Parks and Recreation Commission – In accordance with the Town of Fairfield Charter Article X, Section 10.10, a Board of Education member is designated annually and serves as a voting member of the Parks and Recreation Commission.