

TRANSPORTATION GUIDELINES

Dear Parent or Guardian:

Please see below the guidelines governing the pupil transportation program of the Mequon-Thiensville School District.

ELIGIBILITY - The district transports resident students to public and non-public schools, to and from the school of attendance, as determined by the district. In lieu of providing transportation, the district may also provide reimbursement to parents who transport their resident children to non-public schools located within five (5) miles of district boundaries. The rate of reimbursement is determined annually according to a statutory formula.

ROUTES - The bus company prepares bus routes each year in consultation with the district administration, based on school starting and ending times, and student population densities. These routes are approved by the school board or its designee, the Executive Director of Business Services.

WALKING DISTANCE - Kindergarten children will not be expected to walk any further than one-quarter mile. Students in grades 1-8 are expected to walk one-quarter mile, and students in grades 9-12 may be expected to walk one-half mile. The Executive Director of Business Services is given discretion in determining if these distances are appropriate, and may specify shorter or longer distances in certain cases.

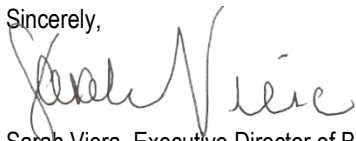
Buses **will not** be routed into dead-end streets, cul-de-sacs, or courtyards, subject to the above distance unless the Executive Director of Business Services determines that a hazardous walking condition exists and a safe and adequate turnaround area is provided for the bus.

ALTERNATIVE PICK-UP AND/OR DROP-OFF LOCATIONS - Wisconsin law requires that public schools provide transportation service for eligible resident students from home to school. The Mequon-Thiensville School District offers additional transportation options to provide flexibility to our families. Students may be picked up and/or delivered to a point other than their home designated bus stop as long as the criteria listed below are met:

- An **Alternative Transportation Request Form** must be submitted. This form is required annually or anytime service other than home to school is desired or changed. Forms should be submitted directly to your child's school office. Forms can be found on the district website >About>Parents & Students/Transportation.
- The alternate service requested must be within the student's school attendance area and space must be available on the alternate route. A list of community day care facilities served by the bus routes of each elementary school is also provided on the form.
- A regular pattern of delivery is required each week. A regular pattern of delivery is defined as a schedule which remains the same each week.
- Requests for returning students for the upcoming school year must be submitted prior to June 1, 2018. Requests received after this date will be granted on a space available basis.
- **In order to stabilize regular routes, MTSD will not accept any alternate requests for the 2018-19 school year between August 13, 2018 and September 5, 2018.**
- During the school year, a minimum of three (3) working days' notice from the date the form is received in the school office is required before the alternate service can begin.

We ask for your understanding and cooperation as we make every effort to provide a safe, and efficient transportation program.

Sincerely,



Sarah Viera, Executive Director of Business Services

REV: 1/2018