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**2015 - 2016 SCHOOL YEAR**

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**STUDENT TRANSPORTATION POLICY**

The Anoka-Hennepin School District #11 is committed to providing safe and efficient school bus transportation to its students. The district has a long tradition of providing this service safely to all students who are eligible under Minnesota State laws, rules, and regulations. In Anoka-Hennepin, this means that students who live more than 1 mile from the school in which they are enrolled, or who encounter an extraordinary traffic hazard and live less than one mile, (provided the school is in the student's home school attendance area) are provided transportation. This policy outlines the services the school district provides and explains the district's compliance with all applicable laws and rules pertaining to school bus transportation.

**I. GOAL**

The district's goal is to provide safe and efficient transportation to the students of the district within the constraints of a limited and regulated budget. Anoka-Hennepin provides fair and equitable service to a student population that is dispersed throughout one of the largest and most geographically complex school districts in Minnesota. Anoka-Hennepin School District #11 encompasses 176 square miles of urban, suburban, and rural areas and 13 municipalities. The student population is approximately 39,000.

**II. GENERAL INFORMATION**

**A. Transportation Area / Non-Transported Area.** Extraordinary Traffic Hazards and distance are the two primary criteria used to establish Non-Transported areas.

The extraordinary hazards are determined by the Transportation Safety Committee. The streets and roadways that have been determined to be hazardous are listed in Appendix A.

The Non-Transported areas, less than 1 mile, are determined by measuring the distance, in the most direct route, from the home of the student to the nearest property line of the school of attendance. Distances are electronically calculated with the assistance of our Transportation bus routing software that incorporates detailed mapping capabilities. The Transportation routing software is linked to AH Connect, with safeguards to protect this sensitive information. Parents/guardians can register on AH Connect, and receive a password that will enable them to access bus route information for their students. Bus routes are arranged according to geographic areas.

**B. Bus Stops.** Whenever possible, bus stops will be located at corners or intersections. Stopping at corners or intersections is generally safer due to the expectations of traffic. When a bus stops mid-block it can confuse motorists, whereas traffic anticipates the bus will stop or yield at the intersection. Students, especially in primary grades, tend to forget about pedestrian safety when in the proximity of their homes. In recent years, metro student fatalities have occurred when young students disembarked the bus at house stops and were struck by cars. Also, house identification is much more difficult for substitute drivers, causing the bus to arrive late to

school. The number of bus stops on the bus route impacts the length of time students are on the bus and the number of buses required to provide this service. Bus stops will be located to maximize bus route safety and efficiency.

- C. Bus Ridership.** Students must ride to and from the school on the bus to which they have been assigned. Eligibility requirements in Minnesota Statute 123B.88 allow the Anoka-Hennepin School Board to establish the criteria of distance or extraordinary traffic hazards. Students will not be allowed to ride a bus home from school for work, baby-sitting, piano lessons, scouts, or visiting friends. The only exception to this policy is in the event of an emergency. If the parent/guardian is away from home, arrangements must be made with the building principal. The parent/guardian must designate (in writing) an adult who will supervise their child in their absence. In turn, the building principal will issue a pass for the student to ride the appropriate bus. It is important that this policy be followed to ensure the Transportation Department knows which children are on each of the buses in the event of an emergency. This policy also minimizes the possibility of students boarding the wrong bus and going to the wrong location.
- D. Transportation Safety Committee.** The Transportation Safety Committee is comprised of parents, Transportation Department and bus company staff, principals, administrators, bus drivers, and local law enforcement representatives. The committee meets monthly during the school year to discuss issues related to student transportation in the district. The committee also reviews the Student Transportation Policy, the School Bus Discipline Policy and the student safety training program, makes recommendations about proposed transportation boundary and bell time changes and members serve as judges for the yearly School Bus Safety Poster Contest.

### III. NON-PUBLIC STUDENTS

Laws enacted by the 1969 Minnesota Legislature made transportation of non-public school students mandatory using the same policies as are applied to public school students.

Minnesota Statute 123B.88 requires the school district to provide equal transportation services to non-public students residing in the Anoka-Hennepin geographic boundaries. This statute was amended in 1994 to require the non-public principal or chief administrator to certify to the School Transportation Safety Director that all students (K-10) receiving service with public funds have received bus safety training. Non-public students attending school outside Anoka-Hennepin geographic boundaries will be reimbursed for expenses from their home to the Anoka-Hennepin School District boundary if the parent/guardian drives. If the student rides a non-public school bus to their school outside Anoka-Hennepin, the family will be reimbursed the state funding formula allowance for the student. *Reimbursement will be made at the end of the school year, based on days of attendance and other factors.* Non-public bell times within the Anoka-Hennepin school district will coincide with public high school bell times to maximize bus route efficiency. Some non-public students may ride with high school students and transfer to a shuttle bus *at the high school.*

**Non-Public Fee for Service:** According to the Minnesota Department of Education, the district where the nonpublic school is located is not required to transport nonresident students attending nonpublic schools within its district. According to the Minnesota Fee Law, because this service is not required by law, a fee can be charged for transportation. [Source: e-mail from the Minnesota Department of Education]

Starting September 1, 2010, fee-for-service will be only offered to non-public students, residing outside of the Anoka-Hennepin School District, who choose to ride Anoka-Hennepin school buses, based on available space. Students will need to present themselves at an existing bus stop within their school's attendance area. The fee-for-service for each student is based on where he/she resides, not on daycare locations. All registration and fees will be processed through the nonpublic school.

Fees will be established based on Minnesota Department of Education calculations, for non-public students in the 'excess' category, for the previous school year.

The non-public school will facilitate the process. The non-public schools within the school district must inform the Transportation Department who will be riding the bus by the first Friday in August. The Transportation Department will bill the non-public school on or about September 15 and January 15 for the first and second semesters respectively. If required, there will be a year-end bill on June 15, for any additional students during the second semester.

There will be no refunds even if a family paid for the entire school and then discontinues service, nor if a student loses his/her riding privileges. Students may lose their riding privileges as described in our student discipline policy. All student discipline and bus riding rules apply. If a student receives free or reduced-cost educational benefits, the fee-for-service will be half-price.

#### **IV. BUS STOP LOCATIONS AND PROCEDURES**

- A. State guidelines for walking distances from homes to bus stops do not exist. The State requires that the school district provide transportation for all students who reside more than 2 miles from their home school. Every other decision relating to bus stop location and routing is left to the local school board. The number of bus stops on the bus route affects the length of time students are on the bus and the number of buses required to provide this service. Bus stops will be located to maximize bus route safety and efficiency. Safety factors include frequency of traffic disruption, hazardous road conditions that students may encounter walking to/from the stop, the number of students at any one stop, and length of the bus route.

The bus routes may change each year based on the student population. Students may walk up to four blocks to the bus stop depending on the route structure and time schedule.

Transportation Department guidelines for the walking distance to a bus stop are .2 miles for K-5 elementary students, and .4 miles for secondary students. However, if age ranges are different (K-5 or K-12 on one route) than specified, or if it is more economical when developing bus

routes to increase the distance from the home to the bus stop, these guidelines will not apply and students may walk longer distances to bus stops.

Activity buses do not run the same routes as the regular to/from school buses. In general 10% of the of school buses used for regular to/from school routes cover the school's attendance area during activity routes. Activity buses transport the student to the general area of his/her home, following main roads only. The guideline for distance from drop off point to home is 2 miles, however, in most situations the bus will stop close to the home, or in the neighborhood. Students are not allowed to cross highways, county roads, or any hazardous roads on activity bus routes.

- B.** Generally, buses will not travel down cul-de-sacs unless the vehicle is picking up students with disabilities, because backing a school bus to turn around can be a safety threat to small children and property. A full sized bus needs 115 feet to safely turn around and the average cul-de-sac is only 90 feet. Also, individual stops at all homes would add considerable time to a bus route.
- C.** Visibility from the home to the bus stop is not part of District criteria for establishing bus stops. Bus stops are collector points in the neighborhood. If a parent/guardian is concerned about watching their child at the stop, they need to walk with them to the stop. Topics such as the "Danger Zone" in the district bus safety curriculum explain the correct method for students to enter and exit the bus at the corner.
- D.** Minnesota statutes allow school districts to determine where the school bus 8-light system will be used within their district. In Anoka-Hennepin the 8-way light system is used at all corner bus stops and some house bus stops on big buses, unless an exception is made in policy or the stop is documented with an explanation attached (1991 MN Legislative rule change). An exception may be a stop where it is hazardous to stop traffic due to the speed of cars or the lack of visibility of the bus stop. All exceptions to the 8-way light rule are listed in Appendix C on page 39 at the end of this document.
- E.** Buses serving students with disabilities may stop while using the 4-way hazard lights at house stops where it takes an extended period of time to load/unload the student. At these sites, the bus is to pull onto the shoulder of the road and the student will not be allowed to cross the roadway. Under normal conditions, the buses will use the 8-light system and stop arm.
- F.** Bus stops should be located with clear visibility for 500 feet in both directions. Stops in residential areas where the speed limit is 35 mph or less may not be located within 100' of each other (State Law).
- G.** Stops in or out of residential areas with speed limits exceeding 35 mph may not be located within 300 feet of each other (State Law).
- H.** Most bus stop complaints received by the Transportation Department are requests to move the bus stop closer to the home or daycare, especially if the current stop is not within view of the

residence. Some bus stops will not be located where the stop can be seen from the home. If this is a concern, the parent/guardian will need to make arrangements to supervise their child at the stop.

- I. The school district views the bus stop as an extension of the school grounds and will enforce all school district policies (i.e. bus discipline, bullying, harassment, weapons, tobacco, etc) at the bus stop.
- J. If a regular education bus stop is not active for a two-week period, the stop will be discontinued until the Transportation Department or the bus company is notified. If a student riding on special transportation does not ride for three days in a row (and does not call the bus company to cancel their ride for those three days), the stop will be cancelled until a parent/guardian has contacted the Transportation Department to reactivate the stop. Once notified of the need to reactivate a bus stop, it may take up to 3 school days to re-start the service at the stop, since the pickup times for other students might need to be changed.

**V. DETERMINING HAZARDOUS ROADWAYS**

The Transportation Department and bus company staff meet monthly to discuss issues related to busing and the Transportation routing system. This group also does an annual review of roadways in the District that are deemed to be hazardous, i.e. where students are not assigned to a bus stop across the hazardous roadway.

The determining factor for designating a roadway as 'an extraordinary hazard' is a posted speed limit over 30 miles per hour. There may be exceptions allowed (where students are permitted to cross the road) if the traffic volume allows for safe crossing, regardless of the speed. These exceptions are presented to the Safety Committee for discussion and approved annually by the school board. A list of the designated extraordinary hazardous roadways can be found in Appendix A, at the end of this document.

**VI. PROCEDURE FOR TRANSPORTATION WALK/HAZARD BOUNDARY & BELL-TIME CHANGES**

**A. Boundary Changes.**

School bus transportation is an integral part of the services provided to parents and students in Anoka-Hennepin. We are very proud of the level of service we provide and of the safety record of our school bus drivers. All of our students are, at one time or another, exposed to riding on a school bus. Some students ride a bus to and from school daily, while some students live close to school and walk to and from school daily. In other situations, students ride buses to field trip events and extracurricular activities. It is for this reason that all students are given school bus safety training in the classroom and on the school bus. Because school buses are inherently safer than cars (250 times safer), the Transportation Department prefers that all students are transported to and from school on buses. However, as always, state funding does dictate the level of service that may be provided.

The State of Minnesota requires that all students who reside more than 2 miles from school be transported on school buses.

The Transportation Department will analyze each extraordinary traffic hazard situation and determine if a school bus or adult-crossing guard is necessary to provide protection for the students. As the northern suburbs develop, traffic patterns and roadways are constantly changing. Neighborhood roads turn into county arterial thoroughfares and county roads develop into highways. Developers are asked to provide neighborhood sidewalks and walking trails in many cities.

All of these changes impact the level of school bus service we provide. When changes are necessary to the transportation walk/hazard boundaries, an important step is to communicate with the parents and students who are involved. The following is a guideline for how that communication needs to occur:

**Timeline for Notification of Change in Status from Busing to Walking**

- January** The Transportation Department will notify principals regarding proposed changes from busing to walking areas within their school boundaries. The principal will communicate with parents through the parent organization, site council, newsletter, and any other means they deem appropriate.
- February** Principals will continue to communicate with parent groups regarding the issues and potential options. (Transportation personnel will be available if needed at parent meetings).
- March** Issues will be discussed at the District Transportation Safety Committee meeting the first Wednesday of the month. Interested parents may attend. (An elementary Principal representative and 2 parents from each cluster will be asked to attend the Safety Committee meetings for a one-year term).
- April** Recommendation from the Safety Committee will be presented to the school board.

- B. Bell Time changes.** Bell times at all schools that receive student busing services in Anoka-Hennepin are established by the Transportation Department in consultation with bus company and school staff. The start and end times are staggered through the morning and afternoon to allow for safest and most efficient use of the contracted buses. Bell times are reviewed during the year to determine which times are working and which are not. If a decision is made to change a particular school’s (or a group of schools) bell times, it will be announced at the monthly Transportation Safety meeting in the spring and the information will be sent to the building principal(s) in order that they might communicate with parents.

**VII. CRITERIA FOR EXTRAORDINARY TRAFFIC HAZARD TRANSPORTATION BUSING**

Students who live within 1 mile of the school to which they are assigned, and face no traffic hazards on their walk route to school, are designated as walkers and not eligible for bus service.

All students who reside between 1-2 miles from the school to which they are assigned are eligible for bus service. All students, who live less than 1 mile from the school they are assigned, and face extraordinary traffic hazards on their walk route to school, are eligible for bus service.

When determining extraordinary traffic hazard areas, the following factors will be considered:

1. Roadway Factors
  - a. Volume of traffic and traffic patterns on the roadway at the time of day students will be present
  - b. Speed limit
  - c. Number of lanes with or without the aid of a semaphore
  - d. Input of safety information from the state, county, or city as deemed necessary by the Transportation Department.
2. Topography of Area
  - a. As it affects road design (hills, curves, etc.)
  - b. As it affects visibility, i.e., potential crossing areas or students walking along roadway
3. Type of Walkway
  - a. Sidewalks
  - b. Paths
  - c. Crosswalks
  - d. Maintenance of walkway in winter
  - e. Adult crossing guards
  - f. Student crossing guards
4. Traffic Control
  - a. Semaphore
  - b. Stop Signs
5. Other Factors
  - a. Railroad crossings
  - b. Temporary conditions (construction)
  - c. Age of the students

If it is determined that the walking area is hazardous by the criteria outlined, the solution may be to add busing or provide an adult crossing guard at the hazardous location. The decision to use the guard or implement bus service will be made based on the degree of hazard and the most practical and safest resolution to the problem. The Transportation Safety Director will recommend which steps to take. The recommendation will be based on the facts as discovered, maps of the area, and contacts with state, county, and/or city officials as necessary. If the decision is made to use an adult crossing guard, the Transportation Department will contact the city so that appropriate street markings or signs may be installed.

## VIII. NON-PUBLIC “FEE FOR SERVICE” CRITERIA AND RATE STRUCTURE

According to the Minnesota Department of Education, the district where the nonpublic school is located is not required to transport nonresident students attending nonpublic schools within its district. According to the Minnesota Fee Law, because this service is not required by law, a



fee can be charged for transportation. [Source: e-mail from the Minnesota Department of Education]

Starting September 1, 2010, fee-for-service will be only offered to non-public students, residing outside of the Anoka-Hennepin School District, who choose to ride Anoka-Hennepin school buses, based on available space. Students will need to present themselves at an existing bus stop within their school's attendance area. The fee-for-service for each student is based on where he/she resides, not on daycare locations. All registration and fees will be processed through the nonpublic school.

Fees will be established based on Minnesota Department of Education calculations, for non-public students in the 'excess' category, for the previous school year.

The non-public school will facilitate the process. The non-public schools within the school district must inform the Transportation Department who will be riding the bus by the first Friday in August. The Transportation Department will bill the non-public school on or about September 15 and January 15 for the first and second semesters respectively. If required, there will be a year-end bill on June 15, for any additional students during the second semester.

There will be no refunds even if a family paid for the entire school and then discontinues service, nor if a student loses his/her riding privileges. Students may lose their riding privileges as described in our School Bus Discipline Policy. All student discipline and bus riding rules apply. If a student receives free or reduced-cost educational benefits, the fee-for-service will be half-price.

## **IX. SERVICES FOR STUDENTS WITH DISABILITIES**

- A.** Transportation is provided to students with disabilities who meet the State of Minnesota laws, rules, and regulations for service. However, not every student with a disability who lives less than two miles from his or her school will be provided bus service. The student's IEP team will evaluate the handicapping or disabling condition of the student to determine their need for services.
- B.** Special transportation, involves curb-to-curb service and one or more of the following services:
- Hand to hand supervision of the student (All ECSE students are designated hand to hand supervision)
  - Eye to eye contact with parent/guardian (not applicable to ECSE/SR students)
  - Specialized equipment on the bus
  - Specialized equipment for securement in the seat or wheelchair
  - Adult supervision on the bus

Special transportation is provided for students who require it because of their disability or because of the location of their program. A student with a disability who does not require any of the above services will ride the school bus in their attendance area or walk to school.

Special transportation services for Early Childhood Special Education students require hand-to-hand supervision of the student. Early childhood students must be brought to and met at the door of the bus by a responsible person at the pickup and drop off times. This is a safety issue, no exceptions will be allowed.

For the safety and protection of your student, parents/guardians will not be allowed to meet the bus along the bus route. Drivers will not be allowed to transfer your student to you in a parking lot or any area other than school parking lot or home drop off address. (See section **XX**: Bus Driver Procedures, Item 1.)

- C. Emergency After-School Care. For grades K – 12:** The Madison Elementary School has been designated as an emergency daycare site, during the regular school year, in the event that a student with special needs does not have a caregiver at home when being dropped off from school in the afternoon.

NOTE: If a K-12 student returns home on a mid-day route and does not have a caregiver present, the student will be returned to school until a parent or guardian can be contacted to pick up the student at school.

1. After determining that no one is present to receive the student, the driver will radio the dispatcher at the company office and inform the dispatcher of the situation. If there are other students on the bus, the driver will complete the route and return to the student's address. While the driver is completing the route, the dispatcher will try to contact a parent or caregiver for the student, using the emergency phone numbers listed in the student's record or on the student's Transportation Emergency Form. The dispatcher will also alert the Transportation Department to the situation.
2. If there is still no one present to receive the student, the driver will inform the dispatcher of the second attempt and then will proceed to Madison Elementary School. The dispatcher will call the emergency phone number for Madison (listed below) and inform them of the situation.
3. The driver will complete the Emergency Drop-Off Form with information found on the Transportation Emergency Form. A Madison School para-educator will meet the bus and obtain the Drop-Off Form from the bus driver, as well as driver's name and contact phone number. Information necessary: child's name, grade, school, parent/guardian name, address, and any medical information.
4. The para-educator will call the local police at 6:00 pm if the child has not been picked up by a parent/guardian. One Madison School staff person will remain with the student until the police arrive.

Madison Elementary School (**special education students**), 650 Territorial Rd NE, Blaine  
Cell phone contact number: 612-710-1048 - coordinated through principal  
A fee will be charged to parents for this service.

**For Early Childhood/Special Ed. students:** Emergency after school care and driver’s procedures are the same as the ones for K-12 students. All attempts will be made to deliver the student to their drop off address, but if no one is present to receive the child, these steps are followed:

- **AM students:** if there is no one present to meet the student at the drop off time (midday), the student will be returned to their school site until a parent or guardian can be contacted to pick up the student at school.
- **PM students:** if there is no one present to meet the student at the drop off time (afternoon), the student will be taken to Champlin/Brooklyn Park Academy for Math and Environmental Science, where they will be cared for until a parent can be contacted to pick up the student at the school.

Please note that this procedure also applies to EC/SE students who are attending School Readiness classes anywhere in the school district. Address and telephone information for emergency after-school care:

**Champlin/Brooklyn Park Academy for Math and Environmental Science**  
6100 – 109<sup>th</sup> Av N, Champlin  
Adventures Plus telephone is 763-506-6013  
A fee will be charged to parents for this service.

- D. Adaptive Equipment.** Adaptive equipment (such as wheelchairs) will be transported to and from school with a student providing the following criteria are met:
1. Wheelchairs will be kept in optimum operation condition, including tires
  - 2.. A wheelchair used as a seat on the bus for a student will be equipped with a seatbelt to assist in maintaining the correct seating position for the student during the bus ride.

The maintenance of wheelchairs and other adaptive equipment is a parent, guardian, or caregiver’s responsibility.

**X. STUDENTS WITH TEMPORARILY RESTRICTED MOBILITY**

Student safety is the paramount concern in making transportation policy changes, and it takes precedence over all other factors in determining policy and procedures. Students with reduced mobility caused by injured legs, ankles, or feet may be exposed to a hazardous situation when attempting to enter or exit a school bus. Particularly at risk are students who have leg casts or splints extending over the knee, which prevent articulation of the limb. Also at risk are students who cannot put significant body weight on walking casts or splints and students lacking sufficient upper body strength to hoist themselves up the steep steps of a school bus.

The following are procedural guidelines for providing temporary medical stops on regular ed. school bus routes. (The guidelines do not apply to students with IEPs or 504 plans that mandate busing on special transportation.)

- Students must have sufficient mobility and body strength to embark and disembark a regular bus without assistance from another person.
- Drivers are not permitted to assist a student on or off the bus except in an emergency evacuation.
- Students who can safely enter and exit a bus unassisted will normally have a temporary medical stop assigned to their home address.
- Students living on cul-de-sacs or in a walk area will normally be transported in a special ed. bus from a temporary medical stop assigned to their home address.
- Students who cannot negotiate school bus steps unaided may be transported via a special ed. lift bus when the student is using a wheelchair, providing there is space available on the bus and the route can accommodate the additional time. There is a fee for this service.
- Students will not be lifted onto a lift bus unless they are using a wheelchair. Standing on a lift, with or without crutches or other mechanical assistance, is prohibited due to safety.

#### **XI. TRANSPORTING STUDENTS WHO ARE HOMELESS**

Changing schools greatly impedes students' academic and social growth. A "rule of thumb" is that it takes a child four to six months to recover academically after changing schools. To combat this problem, the McKinney-Vento Homeless Education Assistance Act, Section 725, reauthorized in January 2002, permits students in homeless situations to remain in their school of origin despite their residential instability. The act defines "homeless children and youths" as those individuals who lack a fixed, regular, and adequate nighttime residence and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason, are living in motels, hotels, trailer parks, or camping groups due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters, are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard house, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses 1 through 3.

Students enrolled in Anoka-Hennepin schools before becoming homeless will be transported to their original school(s) upon the request of the parents/guardians.

**XII. DAYCARE SERVICE**

- A.** The Transportation Department uses a student's daycare as their pickup/drop-off location for the purpose of transportation. It is necessary that the daycare is located within the same school attendance boundary that the child is attending. Transportation will be provided from a student's home or daycare.
- B.** Students may use alternating bus stops (either home or daycare going to school, if both stops are existing bus stops on a route and if the change does not overload the bus. However, on the way home from school, students are restricted to using **one bus stop** (either home or daycare). This is enforced as a safety concern, because alternating from one take-home stop to another has caused students to become lost and confused. The Transportation Department established this policy after extensive committee work by parents, principals, drivers, and district staff. Although this policy is not always convenient for parents, it is the safest for students.
- C.** The building principals will give the Transportation Department the completed daycare forms before the end of the school year so the bus routes may be established as accurately as possible. To expedite the process, daycare forms are also sent to homes of elementary students. These forms should be mailed to the Transportation Department if daycare arrangements change over the summer.

**XIII. ACTIVITY, ATHLETICS AND FIELD TRIP BUSING**

- A. Activity Busing.** Anoka-Hennepin provides after school activity buses for academic programs, remedial classes, school activities, and athletics. High school and middle school students share the same buses, which shuttle from the high school to the middle school at 5:15 p.m., Monday through Thursday. We offer 4:10 p.m. middle school activity buses at a minimum of two days per week for academic programs, clubs, and after school detention.

Activity buses do not run the same routes as the regular to/from school buses. In general, 10% of the number of school buses (used for to/from school routes) covers the school's attendance area during activity routes. Activity buses transport the student to the general area of his/her home, following main roads only. The guideline for distance from drop off point to home is 2 miles, however, in most situations the bus will stop close to the home, or in the neighborhood. Students are not allowed to cross highways, county roads, or any hazardous roads on activity bus routes.

- B. Athletic trips.** Charter buses for athletic events are ordered by Transportation Department staff while school staff or teachers order the buses they need for a class field trip or school outing. In order to ensure that students and adults (if any accompany the group) do not overload a particular charter bus, the following guidelines should be observed:
- The posted capacity for a school bus is based on the number of elementary students who can ride the bus sitting 3 to a seat. For groups of older students, a 77-passenger (full size)

bus will hold 64 middle school students or 54 high school students. If adults are also riding, they can generally ride two to a seat, so the size of the entire group must be considered in determining the number of school buses needed for a particular trip. All passengers must be seated when the bus is moving; no one is allowed to ride standing up.

The numbers listed above are estimates on the number of riders who can safely be seated in a school bus. Depending on the size of the students and/or adult staff, it may be possible for more than the suggested number of riders to fit in a bus. The bus driver must not allow the number of riders to exceed the posted capacity of the bus. The posted capacity is displayed on the inside bulkhead at the front of bus.

Please refer to section XXV for Extra-Curricular Transportation Agreement waiver.

- C. Field Trips.** Field trips are designed to enhance the curriculum and learning experiences of students. Daylong trips and overnight trips must be of educational value consistent with the goals and objective of the District and the age level of students involved.

All field trips or overnight travel for students shall be approved as a school-sponsored trip by the principal at least two weeks in advance of the trip or travel. In addition, any trips outside the state should be approved at least four weeks in advance of the trip.

Schools are individually responsible for ordering field trip buses from the bus company and for ensuring that the bill is paid promptly.

Requests for lift buses for field trips should be placed with the Transportation Department staff, who will order the buses from the contractors. Please note that because the first priority for using a lift bus is on route to and from school, it may not be possible to secure a lift bus during morning or afternoon route times.

- D. In the event of severe weather.** In the event of unusual weather conditions, school principals will be responsible to decide whether or not a field trip will be cancelled. The exception to this will be when the National Weather Service releases a severe weather warning, at which time the decision about field trips will be made by the Transportation Safety Director.

Transportation of students during field trips must comply with state laws regarding use of school buses. (See section XXIV of this document) In addition to following this transportation policy, students will follow the rules of the Minnesota State High School League where applicable, as well as school District policies, regulations and guidelines.

#### **XIV. STUDENT SAFETY TRAINING**

- A.** All students (grades K-10) in Anoka-Hennepin School District #11 will receive bus safety training. All students in grades K-6 will receive this training during the first 2 weeks of school and

demonstrate competencies by the end of 3 weeks as required by Minnesota Statutes 123B.90. All students in grades 7–10 will demonstrate competencies in bus safety by the end of the 6th week of school. The parent/guardian, the bus driver, and the teacher will provide the training. The training will take place at home, on the bus, and in the classroom. The concepts to be taught will include at least the following seven specific areas:

1. The concept that transportation is a privilege, not a right
  2. District conduct and safety policies
  3. Appropriate behavior on the bus
  4. The "Danger Zones"
  5. Safe loading and unloading procedures
  6. Safe roadway crossing procedures
  7. Bus evacuation and emergency procedures
- B.** Kindergarten students may receive bus safety instruction prior to the start of school. It is the elementary building principal's responsibility to schedule this training. The recommended time for this instruction is at kindergarten round up in the spring. The Transportation Department will make the arrangements at the request of the building principal. Orientation times are another recommended time to expose the kindergartners to the school bus and alleviate any fears they have about riding the bus, boarding, or lane crossings. Anxious parents also feel better about the school bus when given this opportunity.
- C.** The Transportation Safety Director will provide bus safety curriculum materials to all buildings. The curriculum has been developed by the Transportation Department and includes several suggested activities. The Transportation Department will provide curriculum materials to all buildings, including videos, and classroom posters. Staff may wish to supplement this material with either films or videos from the media center (or other sources). All staff is encouraged to personalize materials for their own building.
- D.** All teachers will document this instruction and forward the documentation to the building principal. The building principal will certify in writing to the Transportation Safety Director that all students in their building received this instruction and showed competency in these seven areas by the third week of school. The Transportation Safety Director will certify to the Superintendent of Schools annually that all students received training and showed competency, or give written explanation to Superintendent of Schools for student failures.
- E.** Any students enrolled after the first 3 weeks of school must also be instructed in these seven areas and show competency. The building principal will determine who provides the instruction.

## **XV. PARENT/GUARDIAN RESPONSIBILITY**

- A.** As defined in Minnesota Statute 123B.90: "Riding the school bus is a privilege not a right," and as such may be revoked for safety and discipline infractions. Parents or guardians will be

responsible for instructing their child in safe school bus riding practices. If the child violates district school bus policy and is suspended from riding the bus, the parent will provide transportation for their child.

- B.** The Transportation Department will print and distribute copies of the School Bus Discipline Policy to each school and the teacher will give one to each student. (See Appendix B, page 36 at the end of this document.) The School Bus Discipline Policy will also be published each fall in the *Focus on Anoka-Hennepin Newsletter*, which is mailed to every household in the school district. All transportation policies are also available on the Internet via the Anoka-Hennepin home page ([www.anoka.k12.mn.us](http://www.anoka.k12.mn.us)). The teacher will provide the student with a letter to be included with the School Bus Discipline Policy for the parent/guardian to read, review with the child, and return to the teacher. This letter will become part of the documentation required by the building principal to ensure that all students and parents understand the policy.
- C.** The Transportation Department takes extraordinary steps to ensure the safety and security of students riding on school buses. Bus drivers and bus para-educators undergo specialized training and criminal background checks to determine their individual fitness for the job. Therefore, parents, guardians, and/or daycare providers will not be allowed to board the bus with their students. An exception may be allowed with prior permission from Transportation Department staff.

## **XVI. REPORTING PROCEDURES**

### **A. Bus Accidents**

- 1. If a school bus is involved in an accident, either on the way to school, home from school, or on any school-related activity, the bus driver will immediately call their dispatcher on the two-way radio and ask for assistance. (All buses under contract in this district are equipped with an operational two-way communication system). If a student is injured or indicates in any way he or she may be injured, the dispatcher will call 911 for a paramedic response to the accident scene. Bus drivers are required by contract to be trained in emergency procedures and will assist injured students when necessary. However, the first step is to ask for professional help from law enforcement. Whether injuries occur or not, the bus dispatcher is obligated to immediately call the Transportation Safety Director to report the accident. Either the Transportation Department or the bus company dispatcher will notify the building principal.
- 2. If the bus is on the way home from school, the bus driver will give each student a notice for their parent/guardian that explains the bus was involved in an accident and they should carefully watch their child for any problems and seek medical assistance if needed.
- 3. All school bus accidents will be reported in writing to the Transportation Department within 24 hours. Every month the Anoka-Hennepin School Bus Safety Committee will review the accidents and will determine preventability. The Transportation Safety Director will keep a record of all accidents and report them to the District School Bus Safety Committee monthly.

### **B. Pupil Incidents**

- 1. Any time a school bus driver witnesses a Class 1 infraction of the School Bus Discipline Policy they will warn the student. Drivers are instructed to give 1-3 verbal warnings. If the driver



verbally warns a student but the behavior does not change, the driver will immediately report this behavior to the company safety office on a written form, which will be sent to the school through the TIRES System. It is the principal's responsibility to take the necessary action. (See Appendix B, at the end of this document.)

2. Any time driver witnesses a Class 2 infraction of the School Bus Discipline Policy, the driver will immediately report the offense to the company safety office on a written form, which will be sent to the school through the TIRES System, and the building principal will take the necessary action.
3. It is also the principal's responsibility to report criminal conduct to the appropriate law enforcement agency and report the incident on the appropriate Minnesota Education forms.
4. The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures. Pupil Incident Reports should be recorded in accordance with all other school record-keeping procedures.
5. The Transportation Safety Coordinator will review all Pupil Incident Reports. The Transportation Safety Coordinator will summarize incidents and report to the District School Bus Safety Committee.

**C. Bus Driver Dismissals.** Any school bus driver that violates his/her responsibilities as outlined in Sections XVI, XVII and XVIII of this policy may be prohibited from driving in the Anoka-Hennepin School District #11 upon written notice from the Transportation Safety Director to the bus company that employs him/her. If a bus driver is dismissed from his /her position, it will be the responsibility of the Bus Company to notify the Transportation Safety Director of the dismissal.

**D. Bus Driver Driving Records.** The bus companies contracted for transportation services in Anoka-Hennepin School District #11 must obtain motor vehicle records for all their drivers' bi-annually by October 31st and February 28th each school year. The companies will also maintain School Bus Driver Competency certification forms for all their bus drivers. All drivers' records will be made available for review by a Transportation Department staff member at any time upon request.

**E. Vehicle Inspection Reports.** At the completion of each of the Minnesota DPS Highway Patrol School Bus Inspections, the bus companies will make available for review the results of the bus inspection report. These records can be reviewed by a Transportation Department staff member at any time upon request

**F. Stop Arm Violations.** Failure to stop for the stop arm is a serious offense punishable by a fine of not less than \$300. Bus drivers are instructed to make every attempt to obtain a license number, description of vehicle, and description of the driver of the vehicle if their stop arm is ignored, whether students are in danger or not. The stop arm report will be forwarded by the to the appropriate law enforcement agency for possible prosecution. All reports must be maintained and a summary submitted to the Transportation Safety Director at the end of each school year.

**XVII. DIGITAL VIDEO SURVEILLANCE POLICY**

- A. Anoka-Hennepin Schools and the companies under contract for transportation services will use digital video surveillance equipment in school buses for the purpose of monitoring the behavior of students.
- B. The bus contractors will purchase and install a digital video surveillance system for all the buses operating under the transportation contract. The system will be specified by the Transportation Department to assure one district-wide system that is consistent. The digital video surveillance will be used to support the bus driver's report and to enforce the consequences of the School Bus Discipline Policy, established and School Board approved each year.
- C. The digital recordings will be viewed only by the School Transportation Safety Director (and/or designee), the principal of the school building (and/or designee), bus company safety director, bus driver, and school police liaison officer or other appropriate law enforcement agencies. Any digital recordings that reveal unlawful actions may be brought to the attention of law enforcement agencies. Whenever a parent or guardian disputes or challenges a bus discipline report, and their child was recorded, it will be the responsibility of the school principal to review the recording. The recording will be used by the building principal to assist in determining whether or not the incident actually occurred and if so, the severity of the incident. Neither the student nor the parent/guardian of the student that has been recorded will be allowed to view the recording, in accordance with data privacy laws, unless the student is the only subject on the recording or the building principal has obtained written permission from the parents/guardians of all other students on the recording in question. Upon written request, the school district will provide a written summary of the recorded incident(s) to a student pictured on a recording or to the student's parents/guardians.
- D. Each bus company will be responsible for the security of the digital video equipment and for the handling of recordings.

**XVIII. BUS DRIVER TRAINING**

- A. **Pre-service Training:** Drivers will receive no less than 40 hours of training in a combination of 16 hours classroom and 24 hours behind the wheel. The bus company will evaluate the driver's competence by a written test, keep the results of this test in the driver's personnel file, and send a summary of the competency testing to the Transportation Safety Director annually. The bus company will be responsible for providing the road test in a school bus either with their own third party examiner, or by scheduling the test with the Minnesota DPS. The initial training will consist of, but not be limited to, the following topics:
  - 1. School bus driving fundamentals
  - 2. Defensive driving techniques
  - 3. Human relations, sensitivity training in dealing with parents, students, and staff
  - 4. State and Federal laws and rules pertaining to school buses

5. School district policies and procedures
6. Bus stop procedures and the laws pertaining to them
7. Railroad grade crossing procedures
8. Accident and emergency procedures

**B. In-service Training:** All drivers will participate in at least 9 hours of in-service training each school year. The bus companies will provide this training in monthly safety meetings at least 1 hour in length.

Periodically, the Transportation Department may require all drivers to attend a workshop or in-service meeting. When the Transportation Department calls a meeting it will be scheduled at the most convenient time for drivers and the meeting will fulfill the monthly requirement for in-service training. In-service topics will include but not be limited to:

1. Current safety issues and concerns
2. Local district issues
3. Current weather conditions and driving techniques
4. Road construction projects
5. Driver-student relations and conflict resolution

## **XIX. BUS DRIVER QUALIFICATIONS**

The following school bus driver qualifications are based on Minnesota, Statute 171.321, and Qualifications for School Bus Drivers.

### **A. Physical Requirements**

A school bus driver shall submit to a physical examination by a reputable physician every 24 months. **The examination must show** that the person:

1. Is in good physical and mental health, be able-bodied, free from communicable disease and strong enough physically to operate the bus with ease.
2. Has adequate hearing with both ears.
3. Has proper vision, either without glasses, or by correction with glasses.
4. Is free from mental, nervous, organic, and functional diseases that impair safe driving.
5. Has possession of full and normal use of both arms and hands and both legs and feet.

As evidence that the driver meets the physical requirements, a physician's certificate of examination shall be presented to the Minnesota Department of Public Safety every 2 years with the appropriate fee.

### **B. Character Requirements**

A school bus driver shall:

1. Be free from addiction to narcotics, habit-forming drugs, or alcohol.
2. Demonstrate initiative, self-reliance, and leadership.

3. Be able to get along with others.
4. Be reliable, punctual, and honest.
5. Possess personal habits of cleanliness.
6. Refrain from the use of profanity.
7. Be a person with good moral character who will conduct himself/herself in such a manner as to command the respect of the pupils.
8. Be subject to a background check.

Before issuing or renewing a driver’s license with a school bus driver’s endorsement, the Commissioner of Public Safety shall conduct an investigation to determine whether the applicant has been convicted of committing a disqualifying offense, a violation of section 171.321.

The Commissioner shall not issue a new bus driver’s endorsement and shall not renew an existing bus driver’s endorsement if the applicant has been convicted of committing a disqualifying offense. The commissioner shall not issue a new bus driver’s endorsement and shall not renew an existing bus driver’s endorsement if, within the previous five years, the applicant has been revoked under section 171.321. An applicant who has been convicted of violating Chapter 171 within the previous ten years must show proof of successful completion of an alcohol or controlled substance treatment program in order to receive a bus driver’s endorsement.

*“Disqualifying offense” includes any felony offense, any misdemeanor, gross misdemeanor, or felony violation of chapter 152, any violation under section 609.3451, 609.746, subdivision 1, or 617.23, or a fourth moving violation in the previous three years.*

**C. License & Driving Requirements**

A school bus driver shall:

1. Be at least 18 years of age.
2. Possess and maintain a Minnesota school bus driver's endorsement with a valid class A or B commercial driver's license (C.D.L.) and Federal I.D. Number (C.D.L.I.S).
3. Carry his/her license at all times while driving a school bus.
4. Have an acceptable driving record for the past three years.
5. Have a general knowledge of Minnesota traffic laws and rules and regulations of Minnesota Department of Public Safety and Department of Education.

**D. Test Requirements**

A school bus driver shall:

1. Demonstrate his/her knowledge of school bus laws, rules, and regulations by satisfactorily passing a written test prepared and administered by the Minnesota Department of Public Safety.
2. Demonstrate his/her driving skills by satisfactorily passing a driving test in a Type I school bus administered by a certified licensed examiner.

3. Training Competencies. No person shall drive a Type A, B, C, or D school bus when transporting schoolchildren to or from school or upon a school-related trip or activity without having demonstrated sufficient skills and knowledge to transport students in a safe and legal manner. A bus driver must have training or experience that will meet at least the following competencies:
  - a. Safely operate the type of school bus the driver will be driving
  - b. Understand student behavior, including issues relating to students with disabilities
  - c. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately
  - d. Know and understand relevant laws, rules of the road, and local school bus safety policies
  - e. Handle emergency situations
  - f. Safely load and unload students

**XX. BUS DRIVER ROUTE PROCEDURES**

The school bus driver shall be alert and comply with all Minnesota Statutes pertaining to the operation of a motor vehicle (Highway Traffic Regulations Act) while driving a school bus. The driver shall also comply with all rules and regulations of the Minnesota Department of Education covering the operation of a school bus. Each driver will be responsible to understand and comply fully with the obligations, operating rules, and special procedures as stated in these Specifications and Appendices.

Drivers shall transport students on routes and make stops according to the timetable designated by the School Board and/or Transportation Safety Director, in accordance with the following rules to and from school and on all school-related activities:

- A. Only students assigned by the Transportation Safety Director shall be transported on school buses under contract with the Anoka-Hennepin School District #11 Passes may be issued by principals or Transportation Department staff for unauthorized students on an emergency basis. Students are to be released from the bus only at school or at the designated school bus stop. The school bus driver does not have the authority to suspend transportation service for a disruptive student or to remove a student from the school bus en-route.
- B. No student shall be allowed to stand or sit in the lap of another student while being transported. Drivers will notify bus company dispatcher if an overload situation exists and the Transportation Department will make a vehicle or run adjustment.
- C. Routes shall be traveled and pick-ups and discharges made in accordance with the student transportation policies, which include the following:

1. For Type A, B, C and D buses, drivers shall be responsible to safely load and unload students only in the right lane of the roadway, at bus stops on bus routes approved by the Transportation Department.
2. The school bus driver shall activate the 8-way light system, stop arm, and crossing gate to supervise the safety of students when they cross the street or highway before entering or leaving the school bus, except in locations approved by the Transportation Safety Director. (See Appendix C at the end of this document.)
3. School bus stops are to be made only at the location specified on the route copy. Except for stops that are specifically listed on the route copy as house stops the school bus will stop only at the designated corner, approximately ten (10) feet back from the intersection. Drivers who are approaching school bus stops where students are standing in the street, are pushing or shoving on the curb line, or are exhibiting some other type of unsafe behavior, must come to a complete stop at least ten (10) feet back from the students and may not finish approaching the students until the unsafe behavior has ceased.

Loading or unloading in a designated turn lane or in a lane immediately adjacent to a Designated Turn Lane is prohibited, unless the turn lane is a designated school bus stop at which pupils are not required to cross the road. Under these circumstances, the bus must stop at the extreme right-hand side of the turn lane and the eight-light system and stop arm should not be used. Loading and unloading pupils within an intersection is prohibited.

In Type A, B, C and D buses, drivers will use the 8 light system, stop arm, and crossing gate in conjunction to offer the students the best protection available. These devices will be used at all Transportation Department approved stops. The exceptions to the 8-way rule are listed in Appendix C at the end of this document.

- D.** The proper procedure for making a bus stop with 4-way hazard lights on a highway is as follows:
1. The bus driver shall use the appropriate turn signal to indicate the driver’s intention to move onto the shoulder of the highway.
  2. Once the bus is completely on the shoulder, the driver shall turn off the turn signal and activate the 4-way hazard lights.
  3. The 4-way hazard lights will remain in use until the loading or unloading area is secure and the bus stop is complete.
  4. After the bus stop is completed, the driver shall use the appropriate turn signal to move back into the highway’s traffic lane.
  5. Type A, B, C, and D buses will load and unload on the shoulder of 4-lane highways per bus contractor and Transportation Department directive, using the 8-way light system, stop arm and crossing gate unless directed otherwise.
- E.** The school bus driver shall wear a 3-point lap/shoulder restraint (commonly known as a seatbelt) at all times when vehicle is in motion, whether or not students are on board.

- F. The school bus driver shall not operate a vehicle under this contract while wearing headphones or earphones, either single or dual, which are worn for the purpose of listening to radios, tape decks, or other personal transmitting devices. This clause does not prohibit the use of hearing aid devices by drivers who qualify with these devices under Minnesota Department of Public Safety Rule 7414.1200.
  
- G. The school bus driver shall take reasonable precautions to protect students from injury or exposure to the elements.
  
- H. The school bus driver shall stop at all railroad crossings unless marked “exempt.” The stop is required whether or not students are on board the bus. The driver should use both the 4-way hazard lights and the brake lights to warn traffic behind the bus when preparing to stop for a railroad crossing. The 8-light system shall NOT be used. The driver shall make sure the master switch for the 8-light system is OFF. Department of Transportation regulations require that school buses stop at least fifteen (15) back from the nearest rail and no further back than fifty (50) feet. The procedures for checking railroad tracks include the following:
  - 1. Shift the bus transmission into neutral gear.
  - 2. Check to make sure the master switch for the 8-light system is off.
  - 3. Open the service door and the driver’s side window.
  - 4. Look and listen in both directions.
  - 5. Check both directions again and close the service door.
  - 6. Before proceeding across the tracks, the driver will determine that the roadway is clear of traffic so that the bus can proceed without stopping until the rear of the bus is at least 10 feet past the farthest railroad track.
  - 7. Cross the tracks completely without shifting gears.
  - 8. After the crossing is completed, turn off the 4-way hazard lights.

Drivers will control the behavior of students to maintain quiet on the bus during this maneuver. If students refuse to listen, the driver will immediately report this behavior to the Company Safety Office on a written form to be sent to the school through the TIRES System.
  
- I. The school bus driver shall not transport dangerous materials such as firearms or gasoline cans. Animals (except service or companion animals for students with a disability) are not allowed on the bus. Musical instruments, encased sports equipment (uncased not allowed) or other items must fit between the student’s legs and not extend above the student’s waist. Objects that might endanger the safety of the driver or passengers are also forbidden.
  
- J. The school bus driver shall observe the following procedures, which apply to all types of school buses (including Type III), when backing a school bus:
  - 1. Never run a school bus in reverse in a school loading/unloading zone.
  - 2. During loading at bus stops where turning the bus around is required, pick up students before backing up.

3. During unloading at bus stops where turning the bus around is required, complete the turnaround before discharging the students from inside the bus.
- K.** The school bus driver shall observe all posted speed limits while operating a school bus and never exceed the posted speed limit on any to/from school route, field trip, or activity trip. The driver shall adjust the speed of the school bus when driving conditions (road, traffic, vehicle, light or weather) warrant reduced speeds.
- L.** The school bus driver shall not themselves distribute, or allow distribution on the bus, any written materials unless directed by the Contractor or Transportation Department staff.
- M.** The school bus driver shall follow Anoka-Hennepin District #11's policy on smoking and tobacco products, which means **NO SMOKING OR OTHER TOBACCO USE** while on the school bus or on school grounds.
- N.** The school bus driver shall never use a school bus or any other related property for any other purpose than the transportation of students on to/from school routes or on school-related activities.
- O.** The school bus driver shall stay in the driver's seat of the school bus or at the front door entrance of the bus when students are in the area. The school bus driver shall not allow another person to drive the vehicle without the proper license and without special permission from the School Board and/or Transportation Safety Director. When conducting business with school or Transportation Department staff, the driver shall take the bus keys with him/her. On leaving the vehicle when students are on the bus, the driver shall stop the engine, remove the ignition key, set the brakes, and otherwise render the bus immobile.
- P.** The school bus driver shall keep the entrance door closed at all times when transporting students or staff and when the bus is in motion.
- Q.** There shall be no pupils in the school bus when the bus is being refueled.
- R.** The school bus driver shall immediately report all accidents or incidents, however slight, to the Contractor's Safety Director/Coordinator and to such other authorities as required by law, rules, or regulations. The driver shall prepare all accident/incident reports as required by the Transportation Safety Director.
- S.** In case of an accident or mechanical breakdown of the bus, the driver shall not leave the bus but shall send two responsible students to the nearest house or business to summon help.
- T.** No school bus shall pull any trailer when students are being transported to or from school.
- U.** The school bus driver shall conduct a pre-trip safety inspection on the school bus before all trips including to and from school routes, activity trips, or field trips. Any defects or deficiencies



that may affect the vehicle's safe operation or may result in a mechanical breakdown shall be promptly reported in writing to the appropriate supervisor.

- V.** At least twice during each school year, all students shall be instructed in safe riding practices and shall participate in emergency evacuation drills. The Transportation Department, at the request of the student's parent or guardian may excuse students with disabilities from the evacuation drills.
- W.** The school bus driver shall check the school bus for any remaining students at the end of each trip and place the EMPTY placard in the rear window of the bus. The driver must follow the Contractor's policy whenever finishing a trip, returning to the terminal or leaving the vehicle.
- X.** The school bus driver shall not answer, or utilize, a cellular telephone at any time when the school bus is in motion or is making a student pick up or drop-off utilizing the 8-way light system. Drivers violating this section may be subject to suspension or removal from District service.
- Y.** Information about individual student(s) pertaining to discipline problems, juvenile corrections, family situations, health conditions, or disabling conditions is considered to be classified information and is restricted under the provision of Section 34 of the Code of Federal Regulations and Chapter 13 of Minnesota Statutes, more commonly referred to as the Minnesota Data Practices Act.

Confidential information regarding specific students may, in certain instances, be supplied to a Contractor, or contract driver, for the protection of the student or to facilitate safe transportation due to the student's unique physical problems, disabling condition(s), or other special needs. The school bus driver may not discuss this information with any person other than an authorized School District staff member. This information may not be released to any individual, or organization, including parents of other students attending the same school or program. Restricted data includes information on medical or handicapping conditions provided to the driver under state regulations.

- Z.** No news media, including reporters and/or photographers for any radio station, television station, or newspaper shall be allowed to ride on any school bus operating under this contract or to interview any District students while on the school bus, without the knowledge and permission of the Transportation Department. Any news organization seeking permission to ride on a District route must be referred to the Transportation Safety Director or the Transportation Safety Coordinator.
- AA.** The school bus driver shall not use profane or indecent language in any conversations with the public, students, school staff, or district transportation staff.
- AB.** Drivers shall take reasonable and appropriate action to maintain order among the students when they are transported. Drivers will report all incidents of student disobedience, improper

conduct, inappropriate language, or any other violation of the School Bus Discipline Policy of the district, to the bus company safety office on a written form to be sent to the school through the TIRES System. The building principal will be charged with the responsibility of disciplining the student, with the appeal process to go through the Transportation Safety Director. The language of the School Bus Discipline Policy can be found in Appendix B, at the end of this policy.

- AC.** Teachers, school employees, school bus drivers, or other agents of a district may use reasonable force with student(s) in compliance with Statute 121A.582 and other laws.
- AD.** In the event that a medical emergency occurs on a regular or special education route that involves choking, severe seizure, difficulty breathing, severe allergic reaction, or any situation which the school bus driver and/or bus paraprofessional regard as serious, the driver must immediately radio the dispatcher and request emergency medical assistance. The dispatcher must immediately the Transportation Department of the emergency situation after contacting the 911 emergency system dispatcher.
- AE.** The school bus driver is responsible for the proper use of the wheelchair securement system and for ensuring that the system is in proper condition for use. The driver must:
1. Inspect the securement straps and, if appropriate, the occupant restraint belts, prior to use.
  2. Report any worn straps to their dispatcher and ensure that worn parts are replaced.
  3. Properly secure the system to the wheelchair according to the system manufacture operating instructions and pull on each strap and belt assembly to ensure proper attachment and adequate tension.
  4. Check to ensure that the passenger is wearing the mobility device seat belt.
  5. If the system is attached to the wheelchair by a bus para, the driver must check each attachment to ensure the system has been properly applied.
  6. Keep straps and belts off the vehicle floor, as much as possible, when not in use.
- AF.** The school bus driver must report to their dispatcher or safety director/coordinator any instance in which he/she is requested to transport an unusual or unsafe wheelchair. The dispatcher or safety director/coordinator must immediately forward this concern to the District Transportation Safety Coordinator. An unusual wheelchair includes chairs of unusual design that cause the school bus driver concern for attachment points, or chairs which present problems in transportation. An unsafe wheelchair includes one with defective brakes, loose parts, unstable frame, or other problem, which makes the chair unsafe to transport. A motorized wheelchair with an unsecured battery may not be transported at anytime.
- AG.** All medical devices, such as suction machines, oxygen cylinders, ventilators, or respirator units shall be securely attached to the wheelchair. Adaptive devices such as walkers or collapsible wheelchairs must be secured whenever the bus is in motion. These items can be secured to

the floor or the bar behind the driver's seat with extra wheelchair securement straps or with extra restraints or seatbelts.

- AH.** Each driver of a route serving special education students (with home bus stops) must check to see if a person is available to receive the special education student, unless the student is specifically exempted from this procedure
- AI.** The school bus driver shall observe all other operating rules and procedures not listed above as directed by the Transportation Safety Director or his/her designee.
- AJ.** On regular neighborhood buses, drivers are required to check student bus passes to ensure that riders are onboard the correct bus. However, drivers are not allowed to refuse any student without supervisory approval.
- AK.** On field trips, the driver shall explain the location of emergency exits and equipment to the passengers before leaving the school.
- AL.** Each driver of a route serving special education students who use District-owned *car seats* during transport will be responsible for inspecting the equipment and properly securing it to the bus seat. Car seats shall be no more than 6 years old. The driver shall report any older car seats to their immediate supervisor and ask for a replacement unit before beginning the route. *Car seats will also be replaced if they were in use in a bus that is involved in an accident.*
- AM.** The Anoka-Hennepin School Board may adopt such additional operating rules as deemed necessary to meet local conditions and needs, providing they do not conflict with state laws and regulations.

**XXI. POLICY FOR SCHOOL BUS IDLING**

**Purpose:** This policy seeks to reduce student and driver exposure to diesel exhaust particulate matter by limiting unnecessary idling of school buses pursuant to Minnesota Statute 123B.885 (Diesel school buses: operation of engine: parking).

**Applicability:** This policy applies to district owned school buses and contracted school buses while being operated for the purpose of transporting the school district’s students at public expense to and from school programs.

**A. Idling Control Measure:**

1. The school district shall:
  - a. Relocate school building air intake systems further than 100 feet of school bus parking areas when practical, economical, and feasible.
2. A driver of a diesel school bus:
  - a. must turn off the bus upon reaching a school or other destination and must not turn on the engine until necessary to depart from the school or destination; and
  - b. must park the bus at least 100 feet from a known and active school air intake system, unless the school district has determined that alternative locations block traffic, impair student safety, or are not cost-effective.
3. The employer of the school bus driver must ensure that:
  - a. the bus or vehicle driver upon employment, and as necessary thereafter, is informed of the requirements of this policy and the reasons therefore; and
  - b. all complaints of noncompliance are reviewed and remedial action is taken as necessary.

**B. Exemptions:** The requirement that a driver of a diesel school bus must turn off the bus and must refrain from idling does not apply for the period or periods during which idling is necessary under the following circumstances:

1. Turbo-diesel Engine Cool Down or Warm Up
  - a. To cool down a turbo-charged diesel engine for a period not to exceed 5 minutes before turning off the engine. (The cool down should be in accordance with the bus manufacturer’s specifications); or
  - b. To warm up a turbo-charged diesel engine for a period not to exceed 3 minutes. (The warm up should be in accordance with the bus manufacturer’s specifications).
2. Cold Weather
  - a. If the outside temperature is between 32 degrees and –10 degrees, idling to operate heaters is allowed for up to 15 minutes per stop; or
  - b. If the outside temperature is below –10, there is no time restriction on idling to use heating equipment.
  - c. In cold weather, if bus drivers will be at a location for more than 15 minutes, an indoor waiting area is encourage

- 3. Safety of Children and Emergencies
  - a. Use of lift equipment during loading or unloading of children with one or more disabilities
  - b. Use of a heater or an air conditioner of a bus during loading, unloading or transport of children with exceptional needs
  - c. Use of defrosters, heaters, air conditioners, or other equipment for safety or health considerations;
  - d. Use of the bus headlights or four-way flasher warning lights for visibility purposes; or
  - e. For other traffic, safety, or emergency situations.
  - f. In any of the above cases, if equipment can be run from the battery then the drivers should refrain from idling, unless there is a significant concern of draining the battery.
- 4. Maintenance of Operations
  - a. To charge of a battery of a school bus, if needed; or
  - b. For testing to verify that the bus is in safe operating condition as part of the daily pre-trip inspection, or as otherwise required, including measuring of vehicle emissions.

**C. Limitations:** This policy is subject to adjustment based upon technical improvements in engines, electronics, or exhaust systems; or for the use of bio-diesel fuel in school bus diesel engines.

**XXII. MAINTENANCE PROCEDURE FOR SCHOOL BUSES**

- A.** School buses in Anoka-Hennepin School District #11 will be kept clean and mechanically in excellent working condition at all times. The contract bus companies will have a spare factor of 10% of their route buses available to substitute for buses in need of maintenance or repair. All route buses will be 10 years old or newer and spare buses will be 15 years old or newer.
- B.** Buses will be pre-trip-inspected prior to each route by the bus driver and all drivers are required to report defects to the appropriate personnel at the bus company.
- C.** All buses and taxicabs used for transporting students in Anoka-Hennepin will be inspected annually by the Minnesota DPS Highway Patrol and the results of individual bus inspections will be made available for review by a Transportation Department staff member at any time upon request. If buses and taxicabs are spot-inspected throughout the year by the Highway Patrol, those results will also be made available for review at any time upon request.
- D.** Further information regarding equipment and maintenance requirements can be found in the Transportation Contract Specifications.

**XXIII. TYPE III BUSES**

Type III buses, *as authorized by Minnesota statute*, are vehicles such as personal cars, station wagons, and mini-vans that have a capacity not exceeding 10 passengers (including driver) or 10,000 lb. gross vehicle weight. Type III vehicles are used under contract for limited programs

such as high school work programs. These vehicles and drivers are subject to all laws pertaining to school buses.

Type III buses may also be rented by a school for a field trip and driven by a teacher, if the group is small enough to fit (7 passengers including the driver).

The person who will be driving the van is required to complete and have the following:

- A. A valid Anoka-Hennepin school district staff identification badge.
- B. A valid Minnesota driver's license.
- C. A current copy of the Minnesota driving record of the teacher. (A copy dated within 6 months of the day of rental is considered current.)
- D. Receive annual training or competence evaluation in safe operation of Type III vehicles, student behavior management and relevant laws and rules of the road.
- E. The driver will follow pre and post-trip safety inspections to ensure that the vehicle is safe to operate and will carry this documentation in the vehicle.
- F. The driver will not use a cell phone while operating a type III van.
- G. The driver shall register with the transportation office and meet requirements prior to driving any students. The bus companies must be notified of prior to use of the vehicle.

The bus companies will not allow the van to leave their lot unless and until the above items have been completed and certified.

#### **XXIV. SCHOOL DISTRICT STAFF USE OF PERSONALLY-OWNED VEHICLES**

##### **A. Driving Personal Vehicles for District Business- Excluding Transportation of Students**

Employees of Anoka-Hennepin I.S.D. #11 may be called upon to drive a personal vehicle on District business. The employee must be aware of the liability and responsibilities associated with using a personal vehicle. The two minimum requirements that must be met before an employee can drive a personal vehicle on district business are:

1. The employee must possess a valid driver's license.
2. The employee must maintain automobile insurance on the vehicle that is driven on district business. (See Section 4.a.)

The employee will be compensated by the District for the added expense of driving a personal vehicle, based on the current IRS reimbursement rate. This rate takes into account gas prices, vehicle maintenance, insurance coverage and deductibles and normal wear and tear on the vehicle.

##### **B. Use of a School Bus to Transport Students**

The Department of Education along with the Department of Public Safety requires that a school bus be used to transport students to and from school as defined in MN Statute 120A.22 or to

and from school-related activities. This includes anything sponsored by or arranged by the school district including extracurricular activities, field trips, or work-study transportation.

**Employees of the district should not arrange for transportation for students in non-school buses. Employees should not assist with arrangements for car pools or even be associated with them. MN State Rules require students to be transported in a school bus for any transportation arranged by district employees.**

Furthermore, each school its officers and employees and each person employed under contract is subject to these rules (169.449). District employees are required to comply with these requirements for student transportation. The District has many options available to the schools to meet these requirements. Employees should contact the Transportation Department of the District to discuss the options for transporting students.

### C. Driving a Personal Vehicle for Transportation of Students

Under certain circumstances, employees of the district are authorized to use a personal vehicle in transporting students. This exception to the use of a school bus for transporting students is stated in MN Statute (169.454 Subd. 13) and further clarified in the Model Transportation Policy 709-12 2. ***In the event of an emergency or the need for non-scheduled transportation, an employee may transport students in a passenger vehicle without meeting the standards for a Type III school bus.*** Examples of this type of situation include the failure of a bus or van to show up, the need to take home a sick student, or other unusual circumstances. To use a personal vehicle in these types of situation, an employee must have a valid driver's license and the vehicle must be properly registered and insured.

**Please note that a situation of this type does not allow an employee to arrange for students to drive other students.** Such arrangements are outside the scope of the responsibilities of an employee of the school district.

If an employee anticipates being involved in these non-scheduled situations, they must be aware what happens in the event of an accident. If additional insurance were needed, then the District policy would cover the employee for this work-related accident.

The employee will be reimbursed for use of a personal vehicle through mileage reimbursement. It is the employee's responsibility as the owner of the vehicle to maintain proper levels of insurance.

Note: If an employee drives a personal vehicle for transporting students on activities that require the use of a school bus, they may be increasing their negligence by failing to comply with the law. The employee may also face a fine and mandatory drug and alcohol testing if the accident results in bodily injury or death.

### D. Air Bags and Student Safety

1. Most newer-model cars have air bags for front-seat passengers. When used with lap/shoulder belts, air bags work very well to protect older children and adults. Air bags do

not work with rear-facing child seats (those used with infants). Airbags could seriously injure or even kill an unbuckled child or adult who is sitting too close to the air bag or who is thrown toward the dash during emergency braking. In a crash, the air bag inflates very quickly. It could hit anything close to the dashboard with enough force to cause severe injuries or even death. Because the back of a rear-facing child seat sits very close to the dashboard, the seat could be struck with enough force to cause serious or even fatal injuries to a baby. Even older children (who have outgrown child seats) are at risk from a deploying air bag, if they are not properly restrained.

2. The rear seat is the safest place for children of any age to ride. An infant in a rear-facing child seat must ride in the back seat if your vehicle has a passenger air bag. The employee must make sure that everyone in the front seat is properly buckled and seated as far back from the air bags as is reasonably possible. The employee must also make sure that all young children are properly secured in an age and size appropriate restrains. The employee must know how to properly install a child seat in the vehicle. Read both the owner's manual for the vehicle and the instructions for the child safety seat.

#### **E. Insurance Issues Related to Use of a Personal Vehicle**

##### **1. Insurance for injury or damage to others**

Liability Insurance covers bodily injury and property damage caused by an accident and resulting from the ownership, maintenance, or use of a vehicle. With respect to the insurance required to drive a personal vehicle on District business, the employee needs to be aware that liability insurance coverage follows the vehicle. The employee's vehicle insurance will be the first to pay for any damages in the event of an accident, even while driving for the District. Therefore, it is up to the employee, as the owner of the vehicle, to maintain the necessary insurance. The state requires minimum limits of \$30,000 each person/\$60,000 each accident for bodily injury and \$25,000 for all vehicles.

**It is the employee's responsibility to discuss the adequacy of insurance coverage with their insurance agent to ensure that their personal vehicle is properly covered.** If the employee's vehicle insurance policy does not provide adequate coverage to pay for the damages to others while driving on District business, the District's insurance will respond. Currently the District policy provides coverage of \$2,000,000 for each accident. This limit is excess over the employee's individual vehicle insurance.

##### **2. Damage to the Employee's Vehicle**

Like liability insurance, damage to the employee's personal vehicle follows the car. In the event of an accident where the employee is at fault and there is damage to their vehicle, the employee's insurance will pay for the damages less any deductible. If the employee has elected not to purchase insurance to cover damages to their vehicle, the employee is responsible for the cost to repair or replace their vehicle.

##### **3. Partial Reimbursement for Damage to the Employee's Vehicle**

If an employee has an accident while driving their personal vehicle on District business, they will be reimbursed for some of the expenses by the District based on the following criteria:



- The damages were result of an accident that occurred while driving for the District.
- The accident was reported to the police or the principal of the school before the vehicle was moved.
- The District will not pay for damages while the car was parked on District grounds.
- The District will reimburse the employee for up to \$500.00 in damages or deductible.

Any questions regarding the use of school buses can be directed to Keith Paulson (506-1132) in Transportation. For issues related to insurance, e-mail Georgie Schulte in Administrative Services.

**XXV. EXTRA-CURRICULAR TRANSPORTATION AGREEMENT WAIVER**

The Athletic Department may schedule events where they deem transportation services will not be provided. If such an event occurs the following must be followed by the Athletic Director, Coach, or District Administrator:

- The activity leader is prevented from transporting any participants
- The activity leader is prevented from organizing or overseeing any carpooling arrangements
- The parents/guardians of the participants are required to execute a Waiver of Liability found in Appendix D.

**XXVI. SUMMARY**

The Transportation Department will review this policy on an annual basis. Policy changes are suggested to the Anoka-Hennepin Safety Committee, which meets the first Wednesday of each month during the school year. The Anoka-Hennepin School Board will be requested annually to approve this Transportation Policy (MN Statute 123B.91)

Anoka-Hennepin District No. 11  
Anoka, MN 55303

Revisions were approved:

June 1978	June 1983	November 1992	January 1993
November 1994	July 1995	August 1996	July 1997
July 1998	July 1999	July 2000	July 2001
February 2002	July 2003	July 2004	July 2005
August 2006	August 2007	August 2008	June 2009
June 2010	August 2011	August 2012	August 2013
August 2014	September 2015		

**Appendix A – Hazardous Roadways  
(Students do not cross)  
Anoka-Hennepin I. S. D, #11**

The following streets in the city of **Andover** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
7 <sup>th</sup> Av NW	55
133rd Av NW	35 - 40
157 <sup>th</sup> Av NW	55
161 <sup>st</sup> NW between Crosstown Blvd & Round Lake Blvd	55
**165 <sup>th</sup> Av NW between Valley Dr & 7 <sup>th</sup> Av	55
Andover Blvd NW	55
Bunker Lake Blvd NW	50 – 55
Constance Blvd NW	50 – 55
**Crooked Lake Blvd NW from 133rd Av NW to Bunker Lk Blvd	30
Crosstown Blvd NW from Hanson Blvd to Bunker Lk Blvd	40 – 50
Crosstown Blvd NW from Hanson Blvd to Prairie Rd	50
Crosstown Blvd NW north of Prairie Road	55
Hanson Blvd north of 161 <sup>st</sup> Av NW	55
Hanson Blvd south of 161 <sup>st</sup> Av NW	55
Nightingale St NW	55
Prairie Rd	35 – 50
Round Lake Blvd NW	45 – 55
**South Coon Creek Dr	35 – 40
Tulip St NW from 157 <sup>th</sup> Av to 161 <sup>st</sup> Av	35
Tulip St NW from Valley Dr to district boundary	50
**Tulip St from Valley Dr to 161 <sup>st</sup> Av NW	30
University Av NW	40
Valley Dr NW	55
Verdin St NW	55

The following streets in the city of **Anoka** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
7 <sup>th</sup> Ave, north of Main St	35
**7 <sup>th</sup> Av south of Main St	35
East River Rd	45
Highway 10 in the city of Anoka	55
Main St	30
St. Francis Blvd NW	55

The following streets in the city of **Blaine** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
109 <sup>th</sup> Av NE	35 – 55

**\*\*Secondary students allowed to cross, elementary students are not. (continued next page)**

**Appendix A – Hazardous Roadways (continued)**  
**(Students do not cross)**

The following streets in the city of **Blaine** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
County Rd 14	55
Highway 242	55
Highway 65 in the city of Blaine	55 – 60
Jefferson St NE north of Highway 242	40
Lexington Av	55
Oak Park Blvd NE	30
Paul Parkway NE	30
Radisson Rd NE	50 – 55
University Av NE	45 – 50

The following streets in the city of **Brooklyn Center** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
73 <sup>rd</sup> Av N	30
Highway 252 in the city of Brooklyn Center	55
Humboldt Av N	30
**West River Rd	30

The following streets in the city of **Brooklyn Park** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
73 <sup>rd</sup> Av N	30
85 <sup>th</sup> Av N from Highway 252 to West River Rd	30
85 <sup>th</sup> Av N from Highway 252 to Noble Av N	50
109 <sup>th</sup> Av N	40
Brookdale Dr N	30
Highway 252 in the city of Brooklyn Park	55
Highway 610 in the city of Brooklyn Park	65
Humboldt Av N	30
**Noble Av N	40
Noble Parkway	45
Russell Av N north of 97 <sup>th</sup> Av N	40
**Russell Av N south of 97 <sup>th</sup> Av N	40
West River Rd	30 - 50

The following streets in **Burns Township/Oak Grove** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
**185 <sup>th</sup> Av N	not posted
**187 <sup>th</sup> Av NW west of Cleary Rd	not posted

*(continued next page)*

**\*\*Secondary students allowed to cross; elementary students are not.**

**Appendix A – Hazardous Roadways (continued)**  
**(Students do not cross)**

The following streets in **Burns Township/Oak Grove** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
**Clifton Rd NW	not posted
St. Francis Blvd NW	55

The following streets in the city of **Champlin** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
109 <sup>th</sup> Av N	40
114 <sup>th</sup> Av N from Highway 169 to Winnetka Av N	30
117 <sup>th</sup> Av N from Highway 169 to Winnetka Av N	30
117 <sup>th</sup> Av N from Kentucky Av N to West River Rd	30
**117 <sup>th</sup> Av N from Winnetka Av N to Kentucky Av N	30
Dayton Rd	30 - 50
Diamond Lake Rd N	40 – 55
**Douglas Dr N from 117 <sup>th</sup> Av N to West River Rd	45
Douglas Dr N south of 117 <sup>th</sup> Av N to 109 <sup>th</sup> Av N	45
Douglas Dr N south of 109 <sup>th</sup> Av N	50
Elm Creek Parkway	30
French Lake Rd	30 – 55
Jefferson Highway	45
**Oxbow Creek Drive	40
West River Rd	30 – 50
**Winnetka Av N north of 117 <sup>th</sup> Av N	40
Winnetka Av N south 117 <sup>th</sup> Av N to 114 <sup>th</sup> AV N	40
Winnetka Av N south of 114 <sup>th</sup> Av N	45

The following streets in the city of **Coon Rapids** are deemed to be hazardous:

<u>Description</u>	<u>Speed</u>
121st Av NW	30 – 40
133 <sup>rd</sup> Av NW	35 - 40
Coon Creek Blvd NW	45
Coon Rapids Blvd NW	45 – 50
Crooked Lake Blvd NW south of Highway 10	35
**Crooked Lake Blvd NW from 128 <sup>th</sup> Av NW to 133 <sup>rd</sup> Av NW	30
East River Rd	45
Egret Blvd NW	30 – 45
Foley Blvd NW	40
Hanson Blvd NW north of Coon Rapids Blvd NW	40 – 50
Hanson Blvd NW south of Coon Rapids Blvd NW	30

*(continued on next page)*

**\*\*Secondary students allowed to cross; elementary students are not.**

**Appendix A – Hazardous Roadways (continued)**  
**(Students do not cross)**

The following streets in the city of **Coon Rapids** are deemed to be hazardous:

<b>Description</b>	<b>Speed</b>
Highway 242 in the city of Coon Rapids	55
Highway 10 in the city of Coon Rapids	60 – 65
Highway 610 in the city of Coon Rapids	65
Northdale Blvd NW west of Hanson Blvd NW	35
Robinson Dr NW from 111 <sup>th</sup> Av NW to Egret Blvd NW	30
Robinson Dr NW from 113 <sup>th</sup> Av NW to 111 <sup>th</sup> Av NW	40
Robinson Dr NW from Hanson Blvd NW to 113 <sup>th</sup> Av NW	40
Round Lake Blvd NW	40 – 45
Shenandoah Blvd NW from 131 <sup>st</sup> Av NW to Main St NW	40
Shenandoah Blvd NW from Main St NW to 131 <sup>st</sup> Av NW	30
**Xeon St NW from 121st Av NW to Northdale Blvd NW	30

The following streets in the city of **Dayton** are deemed to be hazardous:

<b>Description</b>	<b>Speed</b>
129 <sup>th</sup> Av N	50
Dayton River Rd	30 – 50
Diamond Lake Rd N	30 – 50
Diamond Lake Rd S	30 – 50

The following streets in the city of **Ham Lake** are deemed to be hazardous:

<b>Description</b>	<b>Speed</b>
149 <sup>th</sup> Av NE from Naples St NE to Lexington Av NE	45
149 <sup>th</sup> Av NE from Naples St NE to Xylite St NE	40
157 <sup>th</sup> Av NE	50
**169 <sup>th</sup> Av NE	40
181 <sup>st</sup> Av NE	50
Andover Blvd NE	50
Bunker Lake Blvd NE from Highway 65 to Radisson Rd NE	55
Bunker Lake Blvd NE east of Radisson Rd NE	50
Bunker Lake Blvd NE west of Highway 65	50
Constance Blvd NE east of Highway 65	50 – 55
Constance Blvd NE west of Highway 65	50
County Rd 58	55
**Concord Dr NE	40
Crosstown Blvd NE east of Highway 65	55
Crosstown Blvd NE west of Highway 65	55
East Lake Netta Drive south of 171 <sup>st</sup> Av NE	45

*(continued on next page)*

**\*\*Secondary students allowed to cross; elementary students are not.**

**Appendix A – Hazardous Roadways (continued)**  
**(Students do not cross)**

The following streets in the city of **Ham Lake** are deemed to be hazardous:

<b>Description</b>	<b>Speed</b>
Jefferson St NE south of Bunker Lake Blvd NE	40
Highway 65 in the city of Ham Lake	65
Lexington Av NE	55
**Naples St NE north of 149 <sup>th</sup> Av NE	40
Naples St NE south of 149 <sup>th</sup> Av NE	40
Radisson Rd NE	55
University Av NE	40
Westlund Dr NE	30
Xylite St NE from 153 <sup>rd</sup> Av NE to 149 <sup>th</sup> Av NE	30
Xylite St NE from 153 <sup>rd</sup> Av NE to Constance Blvd NE	55
**Xylite St NE from 169 <sup>th</sup> Av NE to Crosstown Blvd NE	35
Xylite St NE north of Crosstown Blvd NE	55

The following streets in the city of **Ramsey** are deemed to be hazardous:

<b>Description</b>	<b>Speed</b>
167 <sup>th</sup> Av NW	50
175 <sup>th</sup> Av NW from Nowthen Blvd NW to Variolite St NW	55
179 <sup>th</sup> Av NW	45 – 55
Alpine Dr NW from 153 <sup>rd</sup> Ct NW to Sunfish Lake Blvd NW	50
Alpine Dr NW from Andrie St NW to Highway 10	40
Alpine Dr NW from Armstrong Blvd NW to Puma St NW	40
Alpine Dr NW from Nowthen Blvd NW to Sunfish Lake Blvd NW	50
Alpine Dr NW from Puma St NW to Andrie St NW	40
Alpine Dr NW from Ramsey Blvd NW to 153 <sup>rd</sup> Ct NW	35
Alpine Dr NW from Ramsey Blvd NW to Armstrong Blvd NW	50
Alpine Dr NW from St. Francis Blvd NW to 153 <sup>rd</sup> Av NW	40
Armstrong Blvd NW	55
Green Valley Rd NW	55
Nowthen Blvd NW	55
Ramsey Blvd NW	50
Sunfish Lake Blvd NW	55
Variolite St NW	50

**\*\*Secondary students allowed to cross; elementary students are not.**

**Appendix B – Transportation Discipline Policy  
Anoka-Hennepin I.S.D. #11  
School Board Adopted**

*Dear Parents/Guardians:*

*The following rules and regulations have been adopted by the Anoka-Hennepin District No. 11 School Board. It is hoped that these guidelines will help us to provide safe transportation to and from school for your student. **STUDENTS SHOULD BE AT THE BUS STOP NO MORE THAN FIVE MINUTES PRIOR TO THE SCHEDULED TIME.** As per MN. Statute 121A.59, ***“Riding a school bus is a privilege, not a right”***.*

**BUS DISCIPLINE POLICY**

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine the consequences of misbehavior, and the reinstatement of bus service for the offending student(s) should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day, or until released to the parent/guardian in a manner consistent with guidelines on release of students.

**TRANSPORTING OF SCHOOL RELATED/NON-RELATED ITEMS**

Under the Laws and Rules for the Operation of School Buses in the State of Minnesota, it is stated “...no materials, including guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported.” The use of digital or video photography, including cell phone photography, is strictly prohibited on the bus.

Band instruments that will be allowed on the bus are those that are small enough to be held in the student’s lap. Instruments may not be in the aisle or take the space of a student. Hockey sticks, lacrosse sticks, golf clubs, sleds, or any other unacceptable recreational equipment will not be allowed on regular buses. Ice skates, skate shoes, skateboards, roller blades, and bats will not be allowed in the bus unless **enclosed** in an athletic-type canvas bag or are otherwise inaccessible. Damage to personal items is not covered by the bus contractor’s/district’s insurance coverage.

**ASSIGNED BUSES ONLY**

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without transportation dept. authorization. Temporary changes may be made by school administrators for authorized emergencies only.

Failure to ride the assigned bus from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

### **PRE-K – 5<sup>TH</sup> GRADES BEHAVIOR GUIDELINES AND CONSEQUENCES**

#### ***CLASS I OFFENSES***

1. Spitting
2. Excessive noise
3. Horseplay/mischief/distracting behavior
4. Eating/drinking/littering on the bus
5. Leaving seat/standing without permission from driver
6. Use of liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. False identification/refusal to identify oneself
9. Riding unassigned bus or using unassigned bus stop
10. Opening window past safety line
11. Riding or attempting to ride any bus during a bus suspension
12. Disobedient to the driver/para-educator/bus patrol
13. Inappropriate\_Cell phone use
14. Other offenses as reported by the driver or principal

#### ***CLASS II OFFENSES***

1. Hanging out of window
2. Throwing/shooting of any object
3. Bullying and/or physical aggression against any person
4. Profanity/threats directed toward driver/paraprofessional
5. Possession/use of tobacco, electronic cigarettes, or any controlled substance
6. Vandalism to bus (restitution will be made)
7. Holding onto/or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement.
8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
10. Possession or threat of weapons/explosives/flammables
11. Other offenses as reported by the driver or principal
12. Possession/use of laser pens or pointers
13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc) will carry a minimum penalty of a Class II first offense.



**CONSEQUENCES (Bus Driver has the authority to assign seats at any time)**

<b>CLASS I</b>	<b>1<sup>st</sup> Offense</b> Warning or 1-5 days suspension	<b>2<sup>nd</sup> Offense</b> 1-10 days suspension	<b>3<sup>rd</sup> Offense</b> 1) 5-10 days min. suspension 2) Possible loss of all Transportation services 3) Parent/Principal Meeting/optional	<b>4<sup>th</sup> Offense</b> Possible loss of Transportation services
<b>CLASS II</b>	<b>1<sup>st</sup> Offense</b> Up to 5 days suspension	<b>2<sup>nd</sup> Offense</b> Up to 10 days suspension	<b>3<sup>rd</sup> Offense</b> 1. 10 day min. suspension 2. Possible loss of Transportation services 3. Parent/Principal meeting/optional	<b>4<sup>th</sup> Offense</b> Possible loss of Transportation services

**6<sup>th</sup> – 12<sup>th</sup> GRADES BEHAVIOR GUIDELINES AND CONSEQUENCES**

**CLASS I OFFENSES**

1. Spitting
2. Excessive noise
3. Horseplay/Mischief/distracting behavior
4. Eating/drinking/littering on bus
5. Leaving seat/standing without permission from driver
6. Use of liquid containers in any form
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
8. False identification/refusal to identify oneself
9. Riding unassigned bus or using unassigned bus stop
10. Opening window past safety line
11. Riding or attempting to ride any bus during a bus suspension
12. Disobedient to the driver/para-educator/bus patrol
13. Inappropriate Cell phone use
14. Other offenses as reported by the driver or principal

**CLASS II OFFENSES**

1. Hanging out of windows
2. Throwing/shooting of any object
3. Bullying and/or physical aggression any person
4. Profanity/threats directed toward bus driver/paraeducator
5. Possession/use of tobacco, electronic cigarettes, or any controlled substance
6. Vandalism to bus (restitution will be made)
7. Holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement
8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency exit/tampering with the bus equipment
10. Possession or threat of weapons/explosives/flammables
11. Other offenses as reported by the driver or principal
12. Possession/use of laser pens or pointers
13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc) will carry a minimum penalty of a Class II 1<sup>st</sup> offense.

**CONSEQUENCES (Bus Driver has the authority to assign seats at any time)**

<b>CLASS I</b>	<b>1<sup>st</sup> Offense</b> Warning or 1-5 days suspension	<b>2<sup>nd</sup> Offense</b> 1-10 days suspension	<b>3<sup>rd</sup> Offense</b> 1) 5-10 days min. suspension 2) Possible loss of all Transportation services 3) Parent/Principal Meeting/optional	<b>4<sup>th</sup> Offense</b> Possible loss of Transportation services
<b>CLASS II</b>	<b>1<sup>st</sup> Offense</b> Up to 5 days suspension	<b>2<sup>nd</sup> Offense</b> Up to 10 days suspension	<b>3<sup>rd</sup> Offense</b> 1. 10 day min. suspension 2. Possible loss of Transportation services 3. Parent/Principal meeting/optional	<b>4<sup>th</sup> Offense</b> Possible loss of Transportation services

The bus and the bus stop are extensions of the school day. Bus and bus stop consequences may be superseded by District #11 policy. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy, the weapons policy, and bullying policy of District #11 will be strictly enforced on the school bus as well as at school. Video cameras will be used on all school buses.

**Appendix C – Bus Stop Locations where 4-way Lights are used  
Anoka-Hennepin I.S.D. #11**

Some of the locations listed below are exact bus stops, while others delineate how stops are made on certain streets. If a bus stop is located within the street area listed below, then the stop will be made using 4-way lights and not 8-way lights, stop arm and crossing gate. All bus stops made with 4-way lights will be right-hand stops, i.e., students will not have to cross the road to board or disembark.

**Coon Rapids**

10632 Hanson Blvd NW

108<sup>th</sup> Av NW & Hanson Blvd NW

110Av NW & Hanson Blvd NW

9338 Foley Blvd NW

94<sup>th</sup> Cir NW & University Av NW

On East River Road – On any corner that has a right turn lane, the bus stop will be made using 4-way lights, including stops at:

86<sup>th</sup> Av NW, 86<sup>th</sup> Ln NW, 89<sup>th</sup> Av NW, 90<sup>th</sup> Av NW, 93<sup>rd</sup> Av NW, 95<sup>th</sup> Av NW and Mississippi Blvd NW.

**Andover**

139<sup>th</sup> Av NW & Prairie Rd NW

14018 Crosstown Blvd NW

142<sup>nd</sup> Av NW & Prairie Rd NW

142<sup>nd</sup> Ln NW & Round Lake Blvd NW

14649 – 7<sup>th</sup> Av N

149<sup>th</sup> Av NW & 7<sup>th</sup> Av

16029 Round Lake Blvd NW

Bunker Lake Blvd NW & Eidelweiss St NW

Round Lake Blvd NW & 141<sup>st</sup> Ln NW

Round Lake Blvd NW & 143rd Av NW

Round Lake Blvd NW & 153<sup>rd</sup> Av NW

Round Lake Blvd NW & 154<sup>th</sup> Ln NW

**Blaine**

109<sup>th</sup> Av NE & Johnson St NE

3101 Main St NE

Harpers St NE & Main St NE

**Ham Lake**

159<sup>th</sup> Av NE & Highway 65 NE

16021 Highway 65 NE

16611 Highway 65 NE

*(continued next page)*

**Appendix C – Bus Stop Locations where 4-way Lights are used (*continued*)****Ham Lake (*continued*)**

167<sup>th</sup> Av NE & Highway 65 NE  
Crosstown Blvd NE & Kenyon St NE  
Step & Go Daycare, 17565 Central Av NE  
Crosstown Blvd NE & Owatonna St NE  
Crosstown Blvd NE & Staples St NE

**Fridley**

On East River Road – On any corner that has a right turn lane, the bus stop will be made using 4-way lights, including stops at:  
Liberty St NE, 79<sup>th</sup> Way NE and Ironton St NE.

**Ramsey**

Any and all bus stops on Highway 10 NW  
On Armstrong Blvd, Ramsey Blvd & Sunfish Lake Blvd - On any corner that has a right turn lane, the bus stop will be made using 4-way lights.

**Champlin, Brooklyn Park & Brooklyn Center**

West River Rd - On any corner that has a right turn lane, the bus stop will be made using 4-way lights.

**Appendix D****EXTRA-CURRICULAR TRANSPORTATION AGREEMENT  
ANOKA-HENNEPIN I. S. D. # 11**

If your student (or you, if you are a student age 18 or older) plans to participate in extra-curricular activities, please complete and sign the following form and return it to the student's coach or advisor.

(Student's Name) \_\_\_\_\_  
(please print)

has my permission to participate in \_\_\_\_\_ (name of  
extra-curricular activity) during the \_\_\_\_\_ school year.

I understand that participating in the extra-curricular events is a recreational service and that it is my sole responsibility to arrange for my student's transportation to and from extra-curricular events. I understand that students and other parents may arrange for transportation to and from extra-curricular events, but that Independent School District No. 11 does not have any involvement, nor does it make any statements or assurances regarding such transportation.

I agree for myself and on behalf of my student to waive all liability and to release and hold harmless District 11, its School Board members, agents, employees, and volunteers in the event of injury, death, loss or damage to person or property that occurs as a result of my student's transportation to or from an extra-curricular activity by transportation other than that provided by District 11. In addition, I agree for myself and on behalf of my student, not to assert against the District, its Board members, agents, or employees in any court of law, any claim or claims whether known or unknown, that arise as a result of such transportation except for claims arising out of gross negligence or willful and wanton conduct by a District representative.

I have read and voluntarily sign the release and waiver of liability, and further agree that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

And,

\_\_\_\_\_  
Parent/Guardian's Signature if student is  
under the age of 18.

U:pc09/Transportation Waiver- Ex Curr

**Appendix E**

**TO:** Concerned Parent  
**FROM:** Transportation Director  
**RE:** Hazardous Transportation Appeal Process

Thank you for your concern regarding the travel path between your home and the school. There are a number of factors we review in order to determine the ability for students to walk. This document is to help you understand the criteria and to process your appeal.

**School District Board Policy**

**A. Transportation Area / Non-Transported Area.** Extraordinary Traffic Hazards and distance are the two primary criteria used to establish Non-Transported areas.

The extraordinary hazards are determined by the Transportation Safety Committee. The streets and roadways that have been determined to be hazardous are listed in Appendix A (Of Board Policy).

The Non-Transported areas, less than 1 mile, are determined by measuring the distance, in the most direct route, from the home of the student to the nearest property line of the school of attendance. Distances are electronically calculated with the assistance of Transportation bus routing software that incorporates detailed mapping capabilities. The Transportation routing software is linked to AH Connect, with safeguards to protect this sensitive information. Parents/guardians can register on AH Connect, and receive a password that will enable them to access bus route information for their students. Bus routes are arranged according to geographic areas.

**B. Bus Ridership.** Students must ride to and from the school on the bus to which they have been assigned. Eligibility requirements in Minnesota Statute 123B.88 allow the Anoka-Hennepin School Board to establish the criteria of distance or extraordinary traffic hazards. Students will not be allowed to ride a bus home from school for work, baby-sitting, piano lessons, scouts, or visiting friends. The only exception to this policy is in the event of an emergency. If the parent/guardian is away from home, arrangements must be made with the building principal. The parent/guardian must designate (in writing) an adult who will supervise their child in their absence. In turn, the building principal will issue a pass for the student to ride the appropriate bus. It is important that this policy is followed to ensure the Transportation Department knows which children are on each of the buses in the event of an emergency. This policy also minimizes the possibility of students boarding the wrong bus and going to the wrong location.

**VII. CRITERIA FOR EXTRAORDINARY TRAFFIC HAZARD TRANSPORTATION BUSING** *(from page 7)*

Students who live within 1 mile of the school to which they are assigned, and face no traffic hazards on their walk route to school, are designated as walkers and not eligible for bus service. All students who reside between 1-2 miles from the school to which they are assigned are eligible for bus service. All students, who live less than 1 mile from the school they are assigned, and face extraordinary traffic hazards on their walk route to school, are eligible for bus service.

When determining extraordinary traffic hazard areas, the following factors will be considered:

1. Roadway Factors
  - a. Volume of traffic and traffic patterns on the roadway at the time of day students will be present
  - b. Speed limit
  - c. Number of lanes with or without the aid of a semaphore
  - d. Input of safety information from the state, county, or city as deemed necessary by the Transportation Department.
2. Topography of Area
  - a. As it affects road design (hills, curves, etc.)
  - b. As it affects visibility, i.e., potential crossing areas or students walking along roadway
3. Type of Walkway
  - a. Sidewalks
  - b. Paths
  - c. Crosswalks
  - d. Maintenance of walkway in winter
  - e. Adult crossing guards
  - f. Student crossing guards
4. Traffic Control
  - a. Semaphore
  - b. Stop Signs
5. Other Factors
  - a. Railroad crossings
  - b. Temporary conditions (construction)
  - c. Age of the students

If it is determined that the walking area is hazardous by the criteria outlined, the solution may be to add busing or provide an adult crossing guard at the hazardous location. The decision to use the guard or implement bus service will be made based on the degree of hazard and the most practical and safest resolution to the problem. The Transportation Safety Director will recommend which steps to take. The recommendation will be based on the facts as discovered, maps of the area, and contacts with state, county, and/or city officials as necessary. If the decision is made to use an adult crossing guard, the Transportation Department will contact the city so that appropriate street markings or signs may be installed.

**Extra-ordinary Traffic Hazard Appeal Request Form**

**TO: Anoka-Hennepin School District  
Anoka-Hennepin Transportation Department – Hazardous Appeal  
2727 Ferry Street North  
Anoka, MN. 55303**

**If you would like to appeal the walking area to school, please complete the following:**

**School \_\_\_\_\_ Your Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_**

**Issue regarding the area**

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**What you would like to see change**

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**If your request is on in conflict with the Board Policy, please indicate why an exception should be allowed.**

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**Route Coordinators, Transportation Safety personnel or the Transportation Safety Committee will use this information to process your request.**



**Appendix F**

**TO: Concerned Parent**  
**FROM: Transportation Director**  
**RE: Bus Stop Appeal Process**

Thank you for your concern regarding the bus stop location for your child (ren). There are a number of factors we review in order to determine the bus stop location. This document is to help you understand why bus stops are located where they are, and, if after reading the document, to process your bus stop appeal.

**The following is an excerpt from the Transportation School Board Policy:**

Whenever possible, bus stops will be located at corners or intersections. Stopping at corners or intersections is generally safer due to the expectations of traffic. When a bus stops mid-block it can confuse motorists, whereas traffic anticipates the bus will stop or yield at the intersection. Students, especially in primary grades, tend to forget about pedestrian safety when in the proximity of their homes. In recent years metro student fatalities have occurred when young students disembarked the bus at house stops and were struck by cars. Also house identification is much more difficult for substitute drivers, causing the bus to arrive late to school. The number of bus stops on the bus route impacts the length of time students are on the bus and the number of buses required to provide this service. Bus stops will be located to maximize bus route safety and efficiency.

**IV. BUS STOP LOCATIONS AND PROCEDURES** *(from page 4)*

- A.** State guidelines for walking distances from homes to bus stops do not exist. The State requires that the school district provide transportation for all students who reside more than 2 miles from school. Every other decision relating to bus stop location and routing is left to the local school board. The number of bus stops on the bus route impacts the length of time students are on the bus and the number of buses required to provide this service. Bus stops will be located to maximize bus route safety and efficiency. Safety factors include frequency of traffic disruption, hazardous road conditions that students may encounter walking to/from the stop, the number of students at any one stop, and length of the bus route.

The bus routes may change each year based on the student population. Students may walk up to four blocks to the bus stop depending on the route structure and time schedule. Transportation Department guidelines for the walking distance to a bus stop are .2 miles for K-5 elementary students, and .4 miles for secondary students. However, if age ranges are different (K-5 or K-12 on one route) than specified, or if it is more economical when

developing bus routes to increase the distance from the home to the bus stop, these guidelines will not apply and students may walk longer distances to bus stops.

Activity buses do not run the same routes as the regular to/from school buses. In general 10% of the of school buses used for regular to/from school routes cover the school's attendance area during activity routes. Activity buses transport the student to the general area of his/her home, following main roads only. The guideline for distance from drop off point to home is 2 miles, however, in most situations the bus will stop close to the home, or in the neighborhood. Students are not allowed to cross highways, county roads, or any hazardous roads on activity bus routes.

- B.** Generally, buses will not travel down cul-de-sacs unless the vehicle is picking up students with disabilities, because backing a school bus to turn around can be a safety threat to small children and property. A full sized bus needs 115 feet to safely turn around and the average cul-de-sac is only 90 feet. Also, individual stops at all homes would add considerable time to a bus route.
- C.** Visibility from the home to the bus stop is not part of District criteria for establishing bus stops. Bus stops are collector points in the neighborhood. If a parent/guardian is concerned about watching their child at the stop they need to walk with them to the stop. Topics such as the "Danger Zone" in the district bus safety curriculum explain the correct method for students to enter and exit the bus at the corner.
- D.** Minnesota statutes allow school districts to determine where the school bus 8-light system will be used within their district. In Anoka-Hennepin the 8-way light system is used at all corner bus stops and some house bus stops on big buses, unless an exception is made in policy or the stop is documented with an explanation attached (1991 MN Legislative rule change). An exception may be a stop where it is hazardous to stop traffic due to the speed of cars or the lack of visibility of the bus stop. All exceptions to the 8-way light rule are listed in Appendix C on page 39 at the end of this document.
- E.** Buses serving students with disabilities may stop while using the 4-way hazard lights at house stops where it takes an extended period of time to load/unload the student. At these sites the bus is to pull onto the shoulder of the road and the student will not be allowed to cross the roadway. Under normal conditions the buses will use the 8-light system and stop arm.
- F.** Bus stops should be located with clear visibility for 500 feet in both directions. Stops in residential areas where the speed limit is 35 mph or less may not be located within 100' of each other (State Law).
- G.** Stops in or out of residential areas with speed limits exceeding 35 mph may not be located within 300 feet of each other (State Law).

- H. Most bus stop complaints received by the Transportation Department are requests to move the bus stop closer to the home or daycare, especially if the current stop is not within view of the residence. Some bus stops will not be located where the stop can be seen from the home. If this is a concern, the parent/guardian will need to make arrangements to supervise their child at the stop.
  
- I. The school district views the bus stop as an extension of the school grounds and will enforce all school district policies (i.e. bus discipline, bullying, harassment, weapons, tobacco, etc) at the bus stop.
  
- J. If a regular education bus stop is not active for a two-week period, the stop will be discontinued until the Transportation Department or the bus company is notified. If a student riding on special transportation does not ride for three days in a row (and does not call the bus company to cancel their ride for those three days), the stop will be cancelled until a parent/guardian has contacted the Transportation Department to reactivate the stop. Once notified of the need to reactivate a bus stop, it may take up to 3 school days to re-start the service at the stop, since the pickup times for other students might need to be changed.

**Bus Stop Appeal Request Form**

**TO: Anoka-Hennepin School District  
Anoka-Hennepin Transportation Department - Bus Stop Appeal  
2727 Ferry Street North  
Anoka, MN. 55303**

**If you would like to appeal the bus stop location, please complete the following:**

**School \_\_\_\_\_ Bus Stop Location \_\_\_\_\_**

**Issue regarding the current bus stop**

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**What you would like to see change**

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**If your request is in conflict with one of the Board Policy items (A through J) please indicate the letter of the BUS STOP LOCATIONS AND PROCEDURES and why an exception should be allowed.**

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**Route Coordinators, Transportation Safety personnel or the Transportation Safety Committee will use this information to process your request.**

## Appendix G

### **Ready to Ride Protocol Anoka-Hennepin I.S.D. #11**

For the safety of the driver and passengers, the bus driver (following AH policy protocol) has the authority to refuse to transport a student they believe is not ready to ride on a special education bus.

The driver is responsible for the safety and well-being of every passenger and may refuse to transport a student if they believe the student is not physically, mentally, or emotionally ready to ride.

For the safety of the driver and passengers -

Ready to ride means a person who:

Voluntarily enters the vehicle with minimal assistance for the passenger's level of need, and sits in their seat

NOT ready to ride would mean a person who:

Is having an emotional outburst (kicking, screaming, etc.)  
Must be carried, coerced, or physically forced into the vehicle  
Is exhibiting physical aggression, emotionally out of control  
Is violent, injured, sick, or has soiled oneself

#### **Protocol to follow when refusing to transport under the Ready to Ride Policy:**

1. The driver, when faced with a student they believe is not ready to ride, contacts dispatch giving a detailed account of the situation. The driver and/or Bus paraeducator will wait for approval to proceed without the student.
2. The contractor contacts the transportation department about the situation and the details of the incident.
3. The transportation department will collaborate with the school to assess the situation. The Transportation Department will make the final decision to transport or not to transport.
4. In the AM when transportation is denied, the parent or guardian will need to make alternative arrangements for transportation. In the PM when transportation is denied the school will contact the student's family or guardians to arrange alternative transportation.
5. In extreme circumstances where the school and families have no other options for transportation, the Director of Transportation may collaborate with the school to arrange a second attempt to transport the student when a vehicle is available.
6. The driver will follow up with a bus incident report covering the facts and details of the situation.