

**Business and Non-Instructional Operations**  
***Series C-19-COVID-19 Policies and Regulations***

**ADMINISTRATIVE REGULATIONS ON  
TRANSPORTATION**

**3541AR(a)/C-19.09AR(a)**

**Courtesy Rides**

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

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- If bus ridership increases during any school year, courtesy ride permission may be withdrawn.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

***Courtesy rides will not be available during the 2020-2021 School Year due to the COVID-19 Pandemic.***

**Bus Stop Schedules and Rider Eligibility**

Bus stop schedules will be published in Infinite Campus on approximately August 15<sup>th</sup> of each year.

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

**ADMINISTRATIVE REGULATIONS ON  
TRANSPORTATION** (continued)

**3541AR(b)/C-19.09AR(b)**

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

**Requests to Change Bus Stops**

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

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

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

**Hazardous Conditions**

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

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

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

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

- for pupils in grades Kindergarten through 5, absence of pedestrian crossing light or crossing guard where three (3) or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty (60) vehicles per hour at the intersection;

**ADMINISTRATIVE REGULATIONS ON  
TRANSPORTATION** (continued)

**3541AR(c)/C-19.09AR(c)**

**Hazardous Conditions** (Section B continued)

- for pupils enrolled in grades 6 through 12, the absence of a traffic light, stop signs, or crossing guard where three (3) or more streets intersect and has a traffic count which exceeds ninety (90) vehicles per hour during the time that pupils are walking to or from school;
  - for all pupils, any street, road, or highway with speed limits in excess of forty (40) miles per hour which do not have pedestrian crossing lights, crossing guards, or other safety provisions at points where pupils must cross when going to or from school or the bus stop; or
  - for all pupils, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is hazardous or attractive to children.
- C. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
- for pupils in grades Kindergarten through 5, any street, road, or highway possessing a traffic count of sixty (60) or more vehicles per hour at the time that pupils are walking to or from school;
  - for all pupils, the presence of man-made hazards including attractive nuisances, as stated in Section B, fourth bullet;
  - for all pupils, any roadway available to vehicles that does not have a minimum width of twenty-two (22) feet;
  - for all pupils, any roadway available to vehicles when plowed free of snow accumulations, does not have a minimum width of twenty (20) feet; or
  - for all pupils in grades Kindergarten through 5, any street, road, or highway possessing a speed limit in excess of thirty (30) miles per hour.
- D. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking / stopping in accordance with the Connecticut Department of Motor Vehicles, Connecticut Department of Transportation, or other reasonable standard.

**ADMINISTRATIVE REGULATIONS ON  
TRANSPORTATION** (continued)

**3541AR(d)/C-19.09AR(d)**

**Hazardous Conditions** (continued)

- E. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks that carry moving trains during the hours that pupils are walking to or from school shall be deemed hazardous unless:
- a crossing guard is present; or
  - an automatic control bar is present at crossings used by pupils under age ten (10) or a bar or red flashing signal light is operational when the crossing is used by pupils over ten (10) years of age.
- F. A lake, pond, stream, culvert, waterway, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water.
- G. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three (3) or more feet per four (4) feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades Kindergarten through 8.
- H. Any street, road, walkway, sidewalk, or path designated as a walking route for all school pupils which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

**Special Exceptions**

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

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

**ADMINISTRATIVE REGULATIONS ON  
TRANSPORTATION** (continued)

**3541AR(e)/C-19.09AR(e)**

**Exception**

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

**Late Buses**

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

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

8/27/2004

***Temporary Revision 8/25/2020***

