



# School District of Menomonee Falls

MENOMONEE FALLS, WISCONSIN 53051

DISTRICT ADMINISTRATION OFFICES  
W156 N8480 PILGRIM ROAD  
(262) 255-8440 FAX (262) 255-8461

## TRANSPORTATION GUIDELINES

Dear Parent/Guardian,

Due to the fact that there are many requests for transportation changes to accommodate important family schedules, the following information is for all who use the bus system to help ensure the safety of all students.

- Requests for transportation to/from childcare providers will be considered based on space availability on the appropriate bus route, and on a first-come, first-served basis, provided the student is eligible for busing.
- The childcare provider must be located on an existing bus route. Routes will not be extended or altered to accommodate requests. The provider's address must be within the boundary limits for the school in attendance and outside of the one-mile limit for elementary students (4K-5) and two-mile limit for grades 6-12.
- Pick-up and drop-off locations may be provided to both home and day care providing that both stops are on the same bus route and in a consistent everyday pattern.
- Initial requests for transportation to/from a childcare provider must be received in writing at the child's school by August 15, 2017. Requests received after August 15, 2017 may not take effect until after the start of school.
- After school begins, all requests for changes must be received in writing, and may take ONE WEEK FROM THE DATE OF RECEIPT to process. We will only process transportation changes from parent/guardian requests (not from day care providers).
- All requests must be renewed each school year.
- Each bus route is planned to provide service to a maximum number of pupils with the fewest stops, within the time period available. Stops are generally placed at intersections to maximize safety and minimize disruption of traffic.
- Pick-up and drop-off stops are at corners. ***Parents are responsible for their children until they board the bus before school and once the bus has delivered them to the designated drop-off location at the end of the day.*** Riders are advised to be at their corner stop at least five minutes prior to their scheduled pick-up time.
- Designated corner stops may be up to ¼ mile from students' residence for elementary students (4K-5) and up to ½ mile from students' residence for secondary students (6-12).
- Students must be eligible for busing based on home residence or may apply for the non-mandated transportation service.

Thank you for taking the time to read and understand these guidelines. If you have any questions regarding these guidelines, please call your school building office or the District Transportation Office at (262) 250-8851.