

## **TRANSPORTATION SERVICES**

### TRANSPORTATION

The primary purpose of school transportation is to transport students who live outside of the walking distance established by the Wyoming Department of Education to school and from school in an efficient, safe, and economic manner. District owned vehicles will be used to transport students unless otherwise approved by the superintendent or his/her designee.

### BUS ROUTES

The daily bus schedule will be established by the transportation director in consultation with building principals. The daily bus routes shall be approved by the Board annually

### FIELD TRIPS AND ACTIVITY TRIPS

The District shall provide transportation for field trips and activity trips as defined by the Wyoming Department of Education Chapter 20, Section 2(g). District owned vehicles will be used to transport students during field trips and activity trips unless otherwise approved by the superintendent or his/her designee. Students taking part in field trips and activity trips requiring bus transportation shall travel to and from the activity in buses or other vehicles provided by the district unless other arrangements are approved in writing pursuant to district procedures. The District shall ensure that there is at least one teacher or other approved chaperone in addition to the bus driver on all field trips and activity trips. Regular bus drivers employed by the district or other school employees qualified to drive buses will be used for all trips.

### ISOLATION PAYMENTS

Wyoming law authorizes isolation payments (transportation payment or maintenance payment) to the parents of isolated students residing within the district. To qualify for isolation payments the student must: (1) live 2 or more miles from an established bus route stop (or school), and (2) the student's parents or legal guardians must demonstrate to the District that residence in the isolated location is necessary for the family's financial well being. The burden shall be on the parent or guardian to demonstrate that residence in the isolated location is necessary for the family's financial well being. The final decision as to eligibility shall be made by the Board of Trustees.

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## Transportation Payment

Daily transportation payments are calculated by multiplying the total round trip from the isolated student's residence to the bus route stop (or school as the case may be), excluding the first 2 miles traveled each way, by the applicable mileage rate prescribed under Wyoming Statute Ann. §9-3-103(a)(iii). Where combined transportation is provided for two or more students to the same school/bus stop, only one transportation payment shall be made.

## Maintenance Payment

Monthly maintenance payments may be paid by the District in lieu of transportation payments if the student has to temporarily reside at a location near the school rather than at the isolated location in order to attend school. Maintenance payments shall be in such amounts as are necessary to reimburse the isolated student's parents or legal guardians for the student's additional reasonable living expenses for those months that school is in session.

The isolation payment to the parents/guardians shall be the lesser of the claimed maintenance payment or the transportation payment that would have been payable (i.e., the maximum amount payable shall be the transportation payment). Isolation payments shall only be made for days that the isolated student attends school.

In order to receive isolation payments, parents/guardians must submit an annual application to the District before the beginning of each school year. Isolation payments cannot be made retroactively. Previous recipients must re-apply each school year. Isolation payment applications shall be approved or denied in accordance with local administrative regulations, guidelines from the Wyoming Department of Education, and applicable state law. The final decision for approval of isolation payments shall be made by the Board of Trustees.

Application forms are available at the District administration office.

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NON-SCHOOL USE OF DISTRICT TRANSPORTATION

Non-school uses of District vehicles shall be governed by policy KGA and shall be restricted to travel within the State of Wyoming.

Wyo. Stat. Ann. §21-4-401(b)  
Wyoming Department of Education Rules and Regulations,  
Chapter 20

See also policies:

DKCA - Travel Expenses - Use of Private Automobiles  
KGA - Non-School Use of Buses

First Reading: 1-10-22  
Second Reading: 2-7-22