

Riverdale Transportation Handbook



Updated July 14, 2025

Transportation Contacts

District Administrator	Jeff Campbell	608-739-3832
Transportation Supervisor	Peter Wagner	608-739-3848

Principals

Elementary	Sarah Ploeckelman	608-739-3101
Elementary Secretary	Judy Makovec / Sara Williamson	608-739-3101
JH/ HS	Sarah Gruen	608-739-3116
JH/ HS Secretary	Becky Miess / Shari Troxel	608-739-3116

Bus Drivers

REGULAR DRIVERS	SUBSTITUTE DRIVERS
Cody Clark	Tim Anderson
Robert Imhoff	Pat Clark
William Kloehn	Bill Schramm
Robert Maly	Kally Koch
Randy Nachtigal (a.m.)	
Amber Nelson (p.m.)	
Steve Schneider	
Ellen Young	
Tyler Barr (a.m.)	
Randy Parish (p.m.)	

Who to contact?

District Administrator: Transportation issues concerning the entire Riverdale District.

Transportation Supervisor: Questions about specific pick up and dropping of students.

When busing is not required for a student who is normally bused due to absence from school.

The public witnessed any reckless driving done by the Riverdale Driver.

Principals: Behavior concerns on the bus.

Building Secretaries: When no response from the Transportation Supervisor.

Bus Route Overview

- Morning pick-ups begin as early as 6:30 a.m.
- Students are dropped off at the schools between 7:40 a.m. and 8:00 a.m.
- Students begin loading the buses at the elementary school at 3:08 p.m. and finish loading at the Junior High / High School at 3:25 p.m.
- Buses leave the JH/HS at 3:30 pm. Students who do not make it to the bus at the end of the day must return to the office, and a call will be made to arrange for someone else to pick them up.

Pick-up and Drop-off Locations

Each student will be assigned one pick-up and one drop-off location, corresponding to the household where they reside. (2 households apply only when custody is split, and both households are within district boundaries.) The district may, at times, approve variations to this requirement, but last-minute changes are not guaranteed. Please communicate with the transportation supervisor as far in advance as possible if pick-up or drop-off locations vary from the assigned locations.

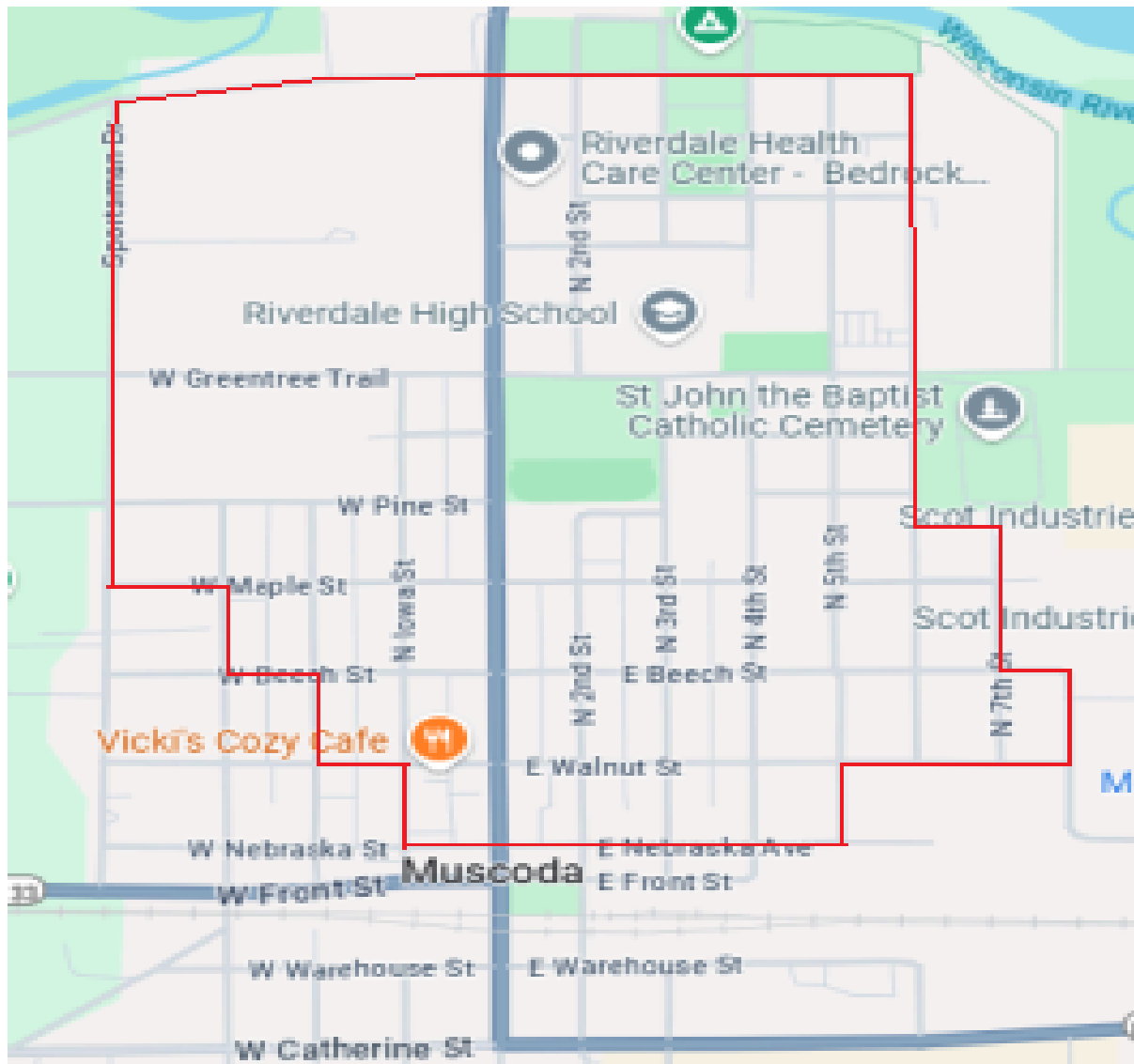
P.M. Sidewalk Number

Students at the RES needing transportation from school to home are required to line up according to the number assigned to them for their P.M. Route. That number is painted on the yellow safety stripe on the sidewalk where the buses line up. The exact number will be displayed on the bus's windshield in black and white. The bus should line up in a straight line across from the correct number. The students at the RES need not pay attention to the number on the side of the bus, as it may change due to athletic trips or mechanical breakdowns, and the driver is also subject to change.

Who is Transported?

Under Section 121.54(2), Wisconsin Statutes, a student attending a public elementary or secondary school, including four- and five-year-old kindergarten, is entitled to transportation by the public school district in which the pupil resides if the pupil resides two or more miles from the nearest public school the pupil is entitled to attend. Because not all students that live within two miles of the school have a safe

walking path to get to school, the law also requires that the District, in consultation with local law enforcement, assess their district on a regular basis to determine “unusually hazardous” areas within the two mile area and clearly define areas where walking is considered safe and areas where students within the two miles require bus transportation to get to school. Based on these requirements, the image below clearly lined in red defines the areas where walking is safe and expected within the school district.



Guest Ridership

Guest ridership is anyone requesting to ride a bus to a location that is not their “normal stop” even if it’s on the same bus route. While the district can often accommodate these requests, the available space on the bus must be considered before the ridership is granted. The bus should not have to deviate from its designated

route for the guest rider. Any requests for guest ridership must be communicated to the transportation supervisor or building secretary. A signed note from a parent or guardian must accompany the guest rider and must be presented to the bus driver. If the driver does not receive such a note, transportation service for that guest may be denied. Guest Ridership is not allowed on Special Education only transportation.

Bus Rider Expectations

Safety is the first consideration in our student transportation program. The primary objective is safe, efficient, and economical transportation.

To achieve this threefold goal, the School Board has adopted the following Bus Rider Rules:

- A. Before boarding the bus:
 - 1. Be on time. Helps keep the bus and school on schedule.
 - 2. Wait at the designated bus stop.
 - 3. Ensure the bus stops before approaching it.
 - 4. Form a single-file line, starting with the youngest in age.
 - 5. Do not push or rush onto the bus.
- B. Once on the bus:
 - 1. The school bus is an extension of the classroom. Consequently, the student is answerable to the school authorities for their conduct during the bus ride to and from school.
 - 2. Students are expected to be courteous to the driver and to other bus riders, and to be obedient to the driver, recognizing the driver's authority while on the route.
- C. Exiting the bus:
 - 1. Do not stand or walk in the aisle until the bus has come to a complete stop.
 - 2. Move carefully down the stairs using the handrail in a single file line.
 - 3. Move directly away from the bus.
 - 4. If crossing in front of the bus is necessary, do so at least ten feet in front of the bus in clear sight of the driver.

Bus Discipline Procedure

When a student has violated a rule put forth by the school or driver, the driver reports the violation in writing using the Bus Behavior Referral Report. That report is then presented to the principal or dean of students, who follows the procedures below.

1. First Offense

The principal will meet with the student. The parent or guardian will be sent a copy of the behavior referral report, in the hope that they will correct the child's

behavior. If necessary, the transportation supervisor and driver may be involved at the principal's request.

2. Second Offense

The principal or dean will meet with the student once again and has the right to use one of the following measures. Additionally, the parents will be notified, warning them that more serious action may be taken against the student.

A. Reprimand

B. Parent Conference

C. Temporary suspension of bus services for up to 3 days.

3. Third Offense

At the principal's discretion, bus privileges will be suspended for three days or longer, which could last until the end of the school year. The principal, parent, and district administrator will hold a conference to consider permanent revocation of bus privileges. The transportation supervisor and bus driver may be required to attend this conference.

4. Fourth Offense

The school board will be notified, and procedures will be taken for permanent loss of bus riding privileges.

5. Serious Misconduct

Misconduct of an extremely serious or illegal nature will result in the omission of steps 1 and 2. Additionally, school principals have the authority to determine what constitutes a serious misconduct offense. Depending on the nature of the offense, local law enforcement may also be involved.

Missing the bus

In the event a student misses the A.M. designated pickup without any notification from a parent or guardian to the transportation supervisor the bus driver will make note of it and inform the transportation supervisor. If a student has missed the bus 3 times in a row without notification, the driver will not return to that stop until a parent or guardian instructs the transportation supervisor that the student will be at the stop at the correct time.

Walking to Bus Stops

4K and Kindergarten (5K) students require an additional level of supervision to safely board and exit a bus each day. For that reason, the following expectations exist.

When a student is first learning how to ride the bus safely, an adult or responsible older student should accompany the student all the way to the bus door to help them board and meet them at the door to allow them to depart. Once the student becomes able to do this more independently, the adult should still be within sight of the driver when loading and exiting the bus each day.

Children in 4K and 5K will not be allowed to exit the bus unless an adult is present to receive them, or the parent has pre-arranged for an older student to take responsibility for the 4K or 5K student when entering and exiting the bus. The only way a student of that age will be allowed to exit the bus on their own is if written consent from a parent or guardian is given to the bus driver or school office.

These expectations are put in place for the safety of our students. If an adult is not present at the time of drop-off and an alternative plan has not been pre-approved, the student may continue riding the bus until arrangements are made for a responsible party to meet the bus. This may be where the bus stops at the end of its route and be advised some buses do not come back to Muscoda when done for the night.

When possible, PK-5K students will be picked up as close to their homes as possible. If safe walking conditions exist, all students may be asked to walk up to a quarter ($\frac{1}{4}$) mile to meet the bus for A.M. pick-up. If Pk-4Gr students can be accompanied by a 5Gr-12Gr sibling, they can be asked to walk up to a half mile ($\frac{1}{2}$) from the P.M. bus stop to home. This short walk helps the district make fewer stops and shorten ride times on the bus for all students. The transportation supervisor and the school board designate all bus stops.

Overview

The professional people at the Riverdale transportation department aim to get the “most precious cargo” to its destination safely, efficiently, and economically.

Reference Documents

- Board Policy 8600
- Wisconsin State Statute 121.54
- Wisconsin DPI <https://dpi.wi.gov/sfs/support/school-operations/pupil-transportation/overview>