

Regulation

TRANSPORTATION

1. Student transportation is provided primarily for transporting students from their homes to and from school.
2. Each student is assigned a bus route and designated stop in the area of his/her residence.
3. A change of bus stop assignment is permitted on a permanent reassignment basis, i.e., five days per week. Parents must complete a form with the transportation coordinator.
4. A temporary change of stop or bus will only be granted in the case of a specific and extreme emergency with the approval of the building principal. This would be for a sudden hospitalization of an immediate family member.
5. The board of education has further authorized principals to allow other temporary changes, if a parent has a specific need for a change of stop. However, this can only be done if the parent fills out a specific form and submits it to the principals at least 48 hours (2 school days) in advance of the needed change and if a bus seat is available on the temporary bus route.
6. Children must board and depart the bus only at the stop that he/she has been assigned; changes will not be made for recreation, play time, meetings, vacations, etc., as these are the responsibility of the parents.
7. Bus drivers are not authorized to make any change of stop for any child. Only with written permission from the principal or the transportation coordinator may a driver allow a child to depart the bus at any place other than his/her designated stop.

Student Safety Procedure

It is the responsibility of all children riding a school bus to:

1. Always follow the instructions of the bus driver;
2. Always keep head and arms inside the bus;
3. Remain in their seats while the bus is moving, and keep aisles clear;
4. Carry their belongings in a school bag to prevent the dropping or blowing away of loose items;
5. Behave at the bus stop. Respect for other people's property is important;
6. Know that misbehavior at the bus stop or on the bus will lead to disciplinary action and could lead to suspension of riding privileges.

Parent/Guardian Safety Procedure

In order to help us to help children ride the bus safely parents/guardians shall observe the following procedure:

1. Have your child at his/her scheduled stop sufficiently before the bus is expected to arrive;
2. Accompany your kindergarten child to the stop and act to help him/her form good safety habits;
3. Children are to wait for the bus in a safe place, off the roadway if possible;

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4. Remind your child of safety procedures throughout the year. Good safety habits are vitally important to the overall well being of all our children;
5. If your child must cross the roadway to board a bus, explain the following rules:
 - a. Remain off the roadway until the bus comes to a complete stop;
 - b. DO NOT CROSS until the driver signals to cross;
 - c. Cross quickly and board the bus in an orderly manner.

Bus Malfunction/Minor Accident

If a bus breaks down or is involved in a minor accident (defined as an accident with only minor damage to the vehicle and no injuries to any passengers.) the following procedures shall apply:

1. The driver will notify the police;
2. The driver will then notify the transportation office (phone number);
3. The transportation office will arrange for alternate transportation if necessary;
4. An administrator and a school nurse will be dispatched to the scene;
5. Police officers will control the scene and determine procedures to release children to parents and/or neighbors;
6. The district will contact the parents of students still on the bus and notify them of the delay and the option of retrieving their child(ren);
7. The state accident report will be filed with the school principal within 24 hours.

Major Accident

If a bus were to be involved in a major accident the following procedures will apply:

1. The driver will notify the police;
2. The driver will notify the transportation office (phone number);
3. An administrator and a school nurse will be dispatched to the scene;
4. Police officers will control the scene and determine procedures to release children to parents and/or neighbors;
5. The district will contact the parents of students still on the bus and notify them of the delay and the option of retrieving their child(ren);
6. If a child is sent to the hospital, a school official will be sent to accompany the child;
7. The state accident reports will be filed with the school principal within 24 hours.

Missing Child(ren)

If a child is reported to the school or transportation office as missing the following procedures will apply:

1. The school will be contacted to ensure that the child boarded the bus;
2. The after school care program will be checked to see if the child is present;

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3. An all-call announcement will be made at the school to determine if the child is present at the school;
4. The bus driver will be contacted to determine if the child is still on the bus;
5. The police will be notified immediately, if the child can not be located using the above.

Late bus

If a bus will be late for any reason the driver will contact the transportation office as soon as possible. The parents of the affected children will be contacted by the district as soon as possible.

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