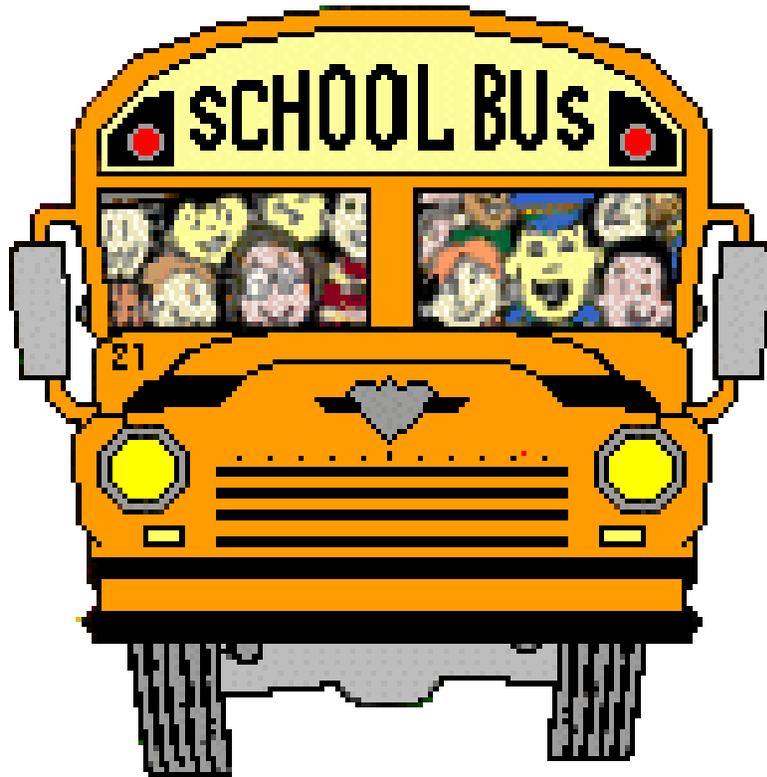


DELAWARE TOWNSHIP BOARD OF EDUCATION



TRANSPORTATION HANDBOOK FOR PARENTS AND STUDENTS

Revised: July 2016

Delaware Township School
501 Rosemont Ringoes Road
P.O. Box 1000
Sergeantsville, New Jersey 08557
(609) 397-3179

Table of Contents

Bus Routes / Bus Stops	page 3
Driver Qualifications	page 4
Safety	page 4
Disciplinary Measures	page 4
Student Expectations	page 5
Bus Accidents	page 6
Courtesy Busing.	page 7
Parent Responsibilities	page 7
Frequently Asked Questions	page 7
Contact Information	page 8

I. BUS ROUTES/BUS STOPS

a) **GENERAL INFORMATION:**

Bus routes and designated stops are assigned annually by the Transportation Coordinator in conjunction with Delaware Township School Administrators. There is to be no deviation from these routes and or stops unless authorized by the Delaware Township Board of Education or its designee, except for the immediate safety of students or extreme weather conditions.

Parents shall have the student ready and at their designated bus stop at least 5 minutes prior to the estimated pickup time.

Bus drivers may not transport any unauthorized persons in any school vehicle. A student is authorized to ride his/her assigned bus and assigned one AM and one PM bus stop. Requests to have a student ride home with a friend on another bus or to be picked up or dropped off at a different bus stop AM and /or PM will not be approved.

b) **START OF SCHOOL:**

Bus stops are assigned based on the student's home address on record at his/her school. Each student shall be notified of his/her school bus number, bus stop location and estimated times of pick-up and drop-off by mail by the middle of August. Parents/guardians shall review the bus stop information and submit any requested changes to the Delaware Township School Transportation Coordinator no later than the end of the third week of August.

c) **REQUESTING A BUS STOP CHANGE:**

A student is assigned one AM and one PM bus stop five days a week for the length of the school year. Pick-ups and drop-off addresses cannot vary on a day-to-day basis.

If a parent/guardian needs to change a student's bus stop during the school year, the Transportation Department must be contacted. A "Child Care Request Form" must be submitted in writing at least ten working days prior to the requested effective date. The request will be considered and a determination will be made contingent upon availability of a route, seating capacity on a school bus and safety conditions in general. **REQUEST FOR BUS STOPS TO VARY ON A DAY-TO-DAY BASIS WILL NOT BE APPROVED.**

d) **KINDERGARTEN THROUGH SECOND GRADE:**

Special procedures are established for pick-up and drop-off of kindergarten through second grade students.

Parents/guardians shall provide adult supervision at the bus stop for students waiting for bus pick-up. Students being dropped-off must have an adult within line of sight of the bus driver or an older sibling before the bus driver will drop off the student. If an adult is not present in the vicinity or an older sibling is not on the bus to receive the younger student, the student will stay on the bus and be returned to the school. Arrangements will be made by the school for the student to be picked up at the school by the parent.

- e) **SPECIAL NEEDS:**
In the AM the parent/guardian will be responsible to bring the student on the vehicle and secure the student in his/her seat belt and/or specialized equipment. In the P.M., the parent/guardian will be responsible to unfasten the student and escort the student from the vehicle.

Parent/guardian is to provide the student's school with current home phone number and emergency contact information.

II. DRIVER QUALIFICATION

All school bus drivers are required to possess a valid Commercial Driver's License and must meet all federal, state and local legal requirements.

III. SAFETY

The safety of our students is the primary concern of the Transportation Committee. Safety concerns are inherent in and the reason for most of the guidelines set forth in this policy.

New Jersey State Law states that all new buses shall be equipped with seatbelts (NJAC6:21-6B.30.) Students riding buses equipped with seatbelts shall keep their seatbelts fastened for the duration of the ride. Students who fail to comply shall be subject to disciplinary measures.

All school vehicles must be serviced according to a maintenance schedule established by the Transportation Department and inspected bi-annually by the New Jersey Motor Vehicles Commission.

Parents/guardians whose students are taking class trips or participating in athletics should notify or remind the teacher/coach of any medical problems that might impact upon a long bus ride.

Back packs having long strings and/or multiple ornaments are discouraged. The strings and/or ornaments may get caught in seatbelts, fans and handrails creating a safety hazard for the students.

Oversized school projects and/or large musical instruments should be transported by the parent/guardian. In any case of an emergency evacuation, large objects could hamper the safety of students evacuating the school bus.

IV. DISCIPLINARY MEASURES

Appropriate behavior is expected of all students who ride buses.

The driver shall be in full charge of the school bus at all times and should be responsible for maintaining order. A bus driver may not exclude a pupil from the bus.

However, students whose repeated actions have caused safety and welfare concerns on the bus are subject to disciplinary measures. Drivers shall report in writing to the Transportation Coordinator any unsatisfactory behavior on the bus, which will then be forwarded to the School Supervisor/Vice Principal/Principal. Dependent on the severity of the behavior, the Administrator shall take the following steps:

- A. Conference with the student and warning given
- B. Written notification to the parents/guardians
- C. After school detention
- D. Suspension of bus privileges
- E. In school suspension

V. STUDENT EXPECTATIONS

The following procedures have been designed to foster bus safety and to provide guidelines for appropriate student behavior:

At the bus stop, students are expected to:

- Be punctual (at least five minutes before scheduled time) and wait quietly.
- Avoid disturbing private property.
- No littering.
- No smoking.
- No profanity.
- No violence.
- Walk and face oncoming traffic or on the sidewalk, if available.
- Wait on the resident side. Do not cross until the bus arrives.
- Stay off the roadway while waiting for the bus.
- Wait until the bus has come to a complete stop and the driver has given a signal before crossing the street, boarding or leaving the bus.
- Walk to the stopped bus in an orderly fashion to board.
- Make a conscious effort to be seen by the bus driver and he/she approaches or leaves a designated stop.

If crossing in front of the bus is necessary:

- Walk away from the bus, and then take several steps forward.
- Look to the bus driver for a signal to proceed before proceeding.
- Before starting to cross the road, stop line with the left front corner of the bus to allow clear view of traffic lanes to the rear of the bus.
- Look left, right and left again, and then look to the driver for his/her direction before continuing to cross the road.
- Walk briskly across the road.

On the bus:

- The bus driver shall assign seats.
- Students must take their assigned seats, fasten their seatbelts and remain seated until the bus arrives.
- No food or drinks of any kind may be consumed on the bus.

- Students are expected to keep their entire body inside the bus at all times.
- Students are expected to refrain from loud talking and other behavior which may distract the driver.
- Students shall not deface the bus in any way and should report any damage to the bus promptly to the driver.
- Students are expected to keep the bus clean.
- Students shall ride only the bus to which they are assigned.
- Students shall board the bus and leave the bus only at their assigned stop.
- Cell phone usage by students riding the bus shall not be disruptive or create an unsafe environment.
- No smoking.
- No profanity.
- No violence.
- No lasers.
- Students are expected to be courteous to the bus driver and their fellow passengers.

VI. BUS ACCIDENTS/INCIDENTS

Bus driver contacts the appropriate Transportation Office (Hunterdon Central or Delaware Township School) to report the accident/incident and, if there are any injuries, to activate the 911 system. The Director of Transportation or his designee contacts the Building Administrator.

At the scene of the accident/incident, the Director of Transportation or his designee consults with the Police and contacts the Business Administrator and/or Superintendent (or Building Administrator if BA and/or Superintendent are not available) who will determine if the Emergency Medical Service (EMS) should report to the scene if not already contacted. The bus driver remains on the bus with the students until the Police and/or Emergency Medical Technician arrive unless remaining on the bus is a threat to the health and/or safety of the students and driver. The Director of Transportation or District Administrator completes attendance by updating seating chart.

If the EMS is activated the EMT will assess students and determine which students, if any, will proceed to the hospital. Non-injured students will remain at the scene and be transported to their destination (home or school). The Building Administrator or designee begins contacting parents. Representatives from the Transportation Office and/or School will report to the hospital and assist parents/guardians. School Nurse, Guidance Counselor and/or Administrator should meet the students at the school to ensure they are ready to proceed to their classrooms (AM incident), or assist in contacting parents/guardians communicating the circumstances of the incident (PM incident).

A report of the accident will be filed with the Transportation Review Committee.

Under New Jersey's No-Fault insurance law, all medical expenses associated with a bus accident are submitted to the parents/guardians personal auto insurance carrier. Coverage is provided under the "Extended Medical Expenses Benefit" provision with a usual limit of \$10,000. Bills are not subject to a deductible. In the event that parents/guardians do not have auto insurance, the

parent's/guardian's medical insurance will be responsible for the costs, subject to any deductible and coinsurance. The district does not provide additional coverage.

VII. COURTESY BUSING

Courtesy busing is defined as transporting K-8 students who live within a two-mile radius of their designated school. Courtesy busing is not funded by state aid. The cost is borne entirely by the district. The board recognizes the necessity of providing courtesy busing for some students due to rural nature of the district. The Board of Education shall determine when courtesy busing is to be utilized.

VIII. PARENT RESPONSIBILITIES

1. Help the driver maintain the schedules by making sure your student is at the bus stop at least 5 minutes prior to the scheduled pick-up time.
2. Refrain from asking the driver to stop at places other than approved regular stops.
3. Cooperate with the district in its attempt to limit the number of bus stops, particularly in more densely populated areas.
4. Assume responsibility for training your student to cooperate with school officials.
5. Accompany young students to the bus stop each morning and meet the bus each afternoon.
6. Keep mind that the school cannot assume responsibility for your student until he/she boards the bus. Parents/guardians are responsible for their student's safety and behavior to and from the bus stop.
7. If a student walks to school, parents/guardians are responsible for the student until he/she enters school property.
8. Insist on correct behavior from your student while waiting for and riding on the bus.
9. Support the school's safety program by cooperating with school officials in discharging disciplinary measures.

IX. FREQUENTLY ASKED QUESTIONS

1. Can my child ride to school or home from school on board a friend's bus if I send in a note?

This type of request will NOT be approved. This is a safety issue. Bus drivers become familiar with students they transport. For instance, they know who crosses in front of the bus. Accident is more likely to happen when a student is unfamiliar with his/her surroundings and when a bus driver is unfamiliar with students he/she is transport. (See Bus Routes/Bus Stops – Section I)

2. My child misses his/her bus at his assigned bus stop can he/she go to another stop and get the bus?

NO. This is a safety issue for the same reasons as outlined in #1 and explained under Section I.

3. How do I arrange for my child to ride a bus to or from a child care facility?

Submit a written request to the Transportation Department. Remember that the location of the child care facility must be within the sending areas of the school. (See Bus Routes/Bus Stops)

4. Can my child rally be eliminated from the bus if he misbehaves?

YES, according to Title 18A:25-2 the School Administrator has the authority to take this step. Parents/guardians are then responsible for transporting their student to and from school.

5. Can my child dropped off at another location every Tuesday and Thursday as long as it's consistent?

NO, this type of request will NOT be approved for the same reason stated in the first question.

6. My spouse and I are going out of town, and we would like our students to stay with friends during our trip. We have made arrangements with friends whose students ride a different bus. Will the district transport our students to and from the friend's home during this time?

This request will NOT be approved. This request is considered a day-to-day change.

7. Whom do I call if I have questions or problems regarding transportation?

Call or submit something in writing to the Transportation Department. Please note, a phone call will be quicker, but for emergencies a letter will get a formal response from the Transportation Review Committee.

Via Email: transportation@dtsk8.org

Via Phone: 609.397.3179 Option #4 (transportation)