

## SCHOOL BUS INFORMATION

Seneca Falls CSD Transportation Department  
2 Butler Ave., Seneca Falls, NY 13148

Ph: 315-568-5500 x5450 / Fax: 315-712-0525

### Dear Parent/Guardian:

Please find your child's bus pass enclosed. This pass must be carried on the first day of school and every day thereafter. Bus stop locations and times are listed on the bus pass. **Check the information on the pass and call our office immediately if it needs to be changed. Processing of transportation changes can take up to three (3) working days to complete. We cannot drop students at any other place than is listed on the bus pass. WE CANNOT MAKE BUS CHANGES FOR PLAY DATES/SOCIAL DATES.** Bus stops must be located within the Seneca Falls Central School District.

**Students should be at the bus stop at least 5 minutes before the scheduled bus arrival time.** Please remember that the first few weeks of school are hectic and buses may not be on "schedule." Your child may arrive home later than usual. Times may fluctuate according to traffic and weather conditions. School delays and cancellations are announced on radio station 98.5, as well as several Syracuse and Rochester television stations and via Parent Square. The school website is [www.senecafallscsd.org](http://www.senecafallscsd.org). You can click on the Transportation page for more information about our department.

### **AFTER SCHOOL LATE RUNS – Monday through Thursday (no late run on Fridays)**

**Cady Stanton School** - After school programs at Cady Stanton are in session from 3:10 p.m. to 3:40 p.m. Students are then transported home with an arrival time of no later than 5:15-5:30 p.m. One bus transports these students home, covering the entire district. If the need arises, a 2<sup>nd</sup> bus is assigned to help take students home. There is no specific drop off time, as the routes change on a daily basis depending on the number of students riding and where the students live. Students are dropped off at the location noted on the bus pass unless we are notified differently.

**Middle School/High School**- Students are dropped off at cluster points near their home, but not necessarily at the same location as the P.M. drop off address listed on the bus pass. For example, a student living on VanRensselaer Street will be dropped off at the corner of Bayard and VanRensselaer. If there is inclement weather, we make every attempt to drop them off at a closer point to their home.

**10th Period:** Buses leave the Middle School/High School at 3:15 p.m. to transport students home that have stayed for 10<sup>th</sup> period. There is a North route and a South Route. The bus your child rides for 10<sup>th</sup> period is listed on the bus pass. There is no specific drop off time, as the routes change on a daily basis depending on the number of students riding and where the students live.

We look forward to transporting your child to school this year. We are committed to providing safe and efficient transportation to our community's children. As a parent, you can help ensure your child's safety by **discussing a few basic school bus safety rules** before school begins in September. Thank you for your assistance in helping us to protect your child. If you have any questions or concerns about school bus safety or your child's bus ride, give our department a call. **We're here to help!**

### **School Bus Information and Safety Rules:**

- 1).** Talk with your child about the importance of staying in their bus seat and wearing the seat belt at all times. School bus seating is designed to protect children in an accident - high padded seatbacks are purposely spaced close together to create an energy absorbing "compartment" to protect children. These seats are extremely effective - but only if children are seated correctly.
- 2).** Talk with your child about **how to safely cross the street in front of a bus.** We try to minimize crossovers for young children, but your child should learn how to cross the street even if they don't have to do so every day. When crossing, children must walk **far enough in front of the bus to see the driver's face** (we teach children the concept, "I see the driver, and the driver sees me"). Children should **never start to cross until the driver indicates it's safe with our "universal hand signal."** Once the driver signals that it's safe and children begin to cross, they must stop halfway across the road and **carefully look left, right, left, and listen for approaching cars.** This procedure is called the "Safe Crossing Rule." It saves children's lives.
- 3).** Make sure your child carries a **backpack** every day and keeps all papers and other items inside it during the bus ride. Backpacks help to prevent kids from dropping papers or other items near the bus, which is a common cause of a school bus tragedy. Remind your child to **never, never, never try to pick up something they drop near the bus.** Teach them to get an adult to help - the bus driver, a teacher, or a parent. Teach them to leave the item where it is in the road, even if it's something they love.

- 4). Before the year begins, **carefully check your child's coats, sweatshirts, and other clothing to make sure there are no long drawstrings, cords, or straps hanging down.** Backpacks should not have clusters of keys or toys attached to them. Children have been dragged by their bus when clothing or other dangling items got caught in the bus handrail or door.
- 5). Please teach your child **the importance of not distracting the bus driver.** We are fortunate to have a staff of **dedicated, professional bus drivers** in Seneca Falls. They are a very caring group of adults. The safety record of Seneca Falls buses is excellent; but, if bus drivers have to take their eyes off the road to discipline children on board their bus, they can't drive safely.
- 6). It is also very helpful for homes and mailboxes to be **clearly marked** with large enough house numbers for drivers to read.
- 7). **Observe classroom behavior-** The driver's job is to protect all students on the bus. The driver may assign seats.
- 8). Wait in orderly fashion and do not move towards the bus until it comes to a full stop.
- 9). **Be courteous and treat others as you would like to be treated.** Keep your hands to yourself. Pushing, shoving, and fighting are forbidden.
- 10). **Stay in your seat and fasten your seatbelt.** The Seneca Falls CSD has a mandatory seat belt policy. Seatbelts must be worn correctly to be effective. For your safety, seatbelt use is required at all times - wear seatbelts low and snug across your hips. Seat compartmentalization is there to protect in the event of a crash. This policy is being reviewed by the Board of Education.
- 11). **No eating, drinking or chewing gum.**
- 12). **Keep your hands, feet and head inside the bus.** Never throw anything on or outside the bus.
- 13). **No smoking, lighters or matches -fire on a school bus is extremely dangerous.**
- 14). Do not play with emergency exits, damage seats or litter - **you and your parents are responsible for any damage to the bus.**
- 15). **Use a backpack or book bag** -Don't place sports equipment or musical instruments in the aisle. PLEASE BE ADVISED: WE ARE NOT RESPONSIBLE FOR LOST GAMES, CLOTHING OR OTHER ITEMS LEFT ON THE BUS. If you allow your child to bring expensive games, mp3 players, cell phones etc., to school and they are lost, we are not responsible. Students are responsible for their own belongings.
- 16). When you get off the bus, **move directly away from the Danger Zones** around the bus. If you must cross, **follow the Safe Crossing Rule** - wait for the driver's signal before crossing, and stop and look carefully both ways before entering the unprotected lane of traffic. Never cross the street behind the bus.

## **Seneca Falls Central School District** **Regulation 7340R.1 - Guidelines for Bus Discipline**

**First written report:** a Principal's conference with the student will be held to discuss the problem. A copy of the report will be sent to the parents. The student and parents will be told of the consequences of a second write up.

**Second written report:** a Principal's conference with the student and the parent(s) or person(s) in parental relationship will be held to discuss the problem. The student will be denied bus-riding privileges for 3 days to occur at least 24 hours after the conference with the student and parent(s). The student will be informed of the consequences of a third write up. The parents shall be provided with a follow-up in writing. A copy of the discipline procedures shall be attached.

**Third written report:** a Principal's conference with the student and the parent(s) or person(s) in parental relationship will be held to discuss the problem. The student will be denied bus-riding privileges for 5 days to occur at least 24 hours after the conference with the student and parent(s). The student will be informed of the consequences of subsequent write-ups. The parents shall be provided with a follow-up in writing. A copy of the discipline procedures shall be attached.

**Subsequent write ups:** after a Principal's conference the student will be denied bus-riding privileges for 5 days to occur at least 24 hours after the conference with the student and parent(s) or person(s) in parental relationship. The denial of bus riding privileges for 5-day periods may continue at the discretion of the Principal. In each instance of a write up the parents shall be provided with a follow-up in writing. A copy of the discipline procedures shall be attached. However, when a Principal determines the 5-day denials are not effective, the Principal shall request the Superintendent conduct a Superintendent's Hearing.

**SEVERE Incident:** When a Principal determines a serious incident has placed the bus driver and/or students in a dangerous situation, the student will be immediately denied bus-riding privileges for 5 days. Due process procedures, as outlined in Regulation 7340R, will be provided to the student and the person in parental relationship. A Superintendent's Hearing will be convened as soon as possible.