

In September, approximately 5,000 students in Mt Olive Township grades K-12 will board a bus to school for their first day of classes. Some of these students will be riding the bus for the first time ever. Parents and guardians can help these students to prepare for this experience by:

### Special Note for Kindergarten/Preschool Parents

- Meeting your Kindergarten/Preschool child at the bus stop when they arrive home. If you are not there, one courtesy call will be made per school year, after that your child will be returned to the school. The bus driver will not leave a kindergarten child off without a parent or guardian visible. If someone other than a parent is going to receive your child, please be sure the Transportation Department has this persons name and phone number on file or your child will not be allowed off the bus and your child will be returned to the school. In the event your child is not on the bus when returning home, return to your home immediately and call the school, chances are, the student missed the bus. If your child is put on the wrong bus, the Transportation Department has two-way radio contact with all drivers and your child will be located. This is usually done between the schools and this office.
- Having your children ride the bus as soon as possible at the start of school. This will help them to become familiar with their route and the bus stop.
- Reminding your children to talk with the bus driver if they are confused about where to get off the bus. Children should not get off the bus if they are confused. If they stay on the bus, the driver and the transportation office can communicate with the school to determine where the child lives.

### Important things to remember:

The bus stop that your child is assigned is where they must get on or off all 5 days a week.  
NJ State Law prohibits school bus drivers from changing a bus stop. All stop changes must be done through the Transportation Department.

**Board Policy requires students to arrive at their bus stop ten minutes prior to their scheduled pickup time.**

### **Parent/Guardian Safety Responsibilities:**

- Responsible for your children until they board
- Must notify the school nurse of any medical issues so your driver will be informed of how to handle possible student emergencies
- Must make pre-arranged student supervision for regular and emergency early dismissals
- Support bus misconducts & administrative decisions to maintain the safety of all students
- Responsible for any damage caused by student
- Teach your student their safety responsibilities

### **Student Safety Responsibilities**

- Must line up in orderly fashion
- Stand 10-15' away from the side of the road
- Must not attempt to board until bus is stopped
- If student needs to cross the road they must –
  1. Wait until driver signals to cross
  2. Look in both directions
  3. Walk straight across (not on an angle) while watching traffic until safely across
- Go directly to assigned seat, fasten seat belt and remain seated until the bus door is opened after reaching their destination.
- Be respectful – No Loud talking, yelling, throwing things in or out of the bus. No parts of the body out of the window at any time. No standing or switching seats
- No smoking including e-cigarettes & vaping
- Bus misconducts can affect riding privileges
- Exit the bus in an orderly fashion one row at a time starting with the 1<sup>st</sup> row. No pushing
- Never attempt to pick up a dropped item after exiting the bus. Drivers can not see 10' out. Try to get the drivers attention or leave it!
- No items larger than what fits on your lap
- **No hanging strings this is a safety hazard! They can get caught in the bus doors on exit**

# Mt. Olive Township Schools

## Transportation Department



*“STUDENTS ARE OUR FIRST PRIORITY”*

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This brochure addresses questions that you may have concerning the transportation of your child(ren) to/from school, as well as field/athletic trips.

If you cannot find the information that you seek, please feel free to contact the Transportation Office at the number listed on the front of this brochure.

Transportation is provided for a large number of pupils. In order to ensure safe and efficient transportation, all students are required to obey their driver and to follow the bus rules. Misbehavior may result in suspension from the bus. Students must ride their assigned bus to and from school.

Transportation assignment is based upon the home address of the students, unless daycare arrangements are made as outlined in the "Day Care" section of this brochure. Bus stops are assigned as close as possible for the student(s) along the bus route. Bus stops may change from one year to the next depending on the location of the students. Door-to-door stops are not a standard and are only used if absolutely necessary. Kindergarten sessions are arranged by geographic location and bus stops are as close to the home as possible, but are not necessarily door-to-door.

This brochure is broken up into the following sections:

- Pupil Registration Forms
- Field/Athletic Trips
- Bus Evacuation Drills
- Transportation Policies/Procedures
- Daycare Stop Requests
- Emergency Stop Requests

**Cooperation** is the key that allows the Parent to work with the Transportation Department, the Transportation Department to work with the Bus Driver and the Bus Driver to work with the Student. We thank you for the team work.

### **Pupil Registration Form**

Any change in student information requires that a "Pupil Registration Form" be filled out. This form is available in the school office and on the schools webpage. Please fill it out completely and legibly. Upon completion, return the form to the school office where it will be processed and then forwarded to the Transportation Office. Please allow three (3) - 5 school days, after receipt in the Transportation Office, for the change to be reviewed. If your request does not meet the criteria set forth in our Transportation Policies & Procedures and is denied, you will be notified as quickly as possible so that you may make other arrangements.

The "Pupil Registration Form" is also used for daycare arrangements that you may need to make. Please see the next section of this brochure for the procedures outlining daycare procedures.

The "Pupil Registration Form" is the heart of the student database at the Transportation Department. Changes are not made without it.

### **Field/Athletic Trips**

Your student(s) will probably be involved with trips during their school career, and it is important that you review safety rules with them since most trips are out of town in unfamiliar surroundings. Review is especially important if your child does not normally ride the bus.

### **Bus Evacuation Drills**

Bus Evacuation Drills are held twice each school year. One in the Fall and one in the Spring. Please stress the drill's importance to your student(s) and the benefit that they receive from practicing bus evacuation drills.

### **Transportation Policies/Procedures**

The Mt. Olive Township Schools policy regarding daycare/emergency requests is intended to reduce, as much as possible, potential errors in picking up or dropping off students at incorrect locations. In this regard, only those requests outlined below will be considered.

### **Daycare Stop Requests**

1. All requests must be submitted by the parent/guardian in writing to the Transportation Supervisor and must be for 5 days a week, to or from the same stop, for the entire school year. Requests will be filled on a first come, first served basis.
2. The daycare stop will be the same for abbreviated sessions, half days, emergency closings, the days before vacations, etc...
3. Requests for a daycare stop which require a bus other than the one normally serving the student's own home, will be accommodated **only** if space is available, **only** if the stop is on the bus' normal route, and **only** if the daycare stop is within the boundaries for that school. If at any time during the school year new students are admitted to the district, daycare students will be removed from a route if room is needed for the new students living in that area.
4. Changes to the permanent daycare stop will only be considered once per school year, and only if space is available on the bus.
5. Daycare pick-up/drop-off for Pre-School students must be within the same AM or PM session as the child's home address.

### **Emergency Stop Requests**

1. These requests are for a single day only and do not represent a standard pattern of picking up/dropping off the student at a different location.
2. Each request is made in writing, and verified by the school principal, or designee. If approved as an emergency, written notification will be presented to the bus driver. Without an approved note, the driver will pickup/drop-off the student only at his/her assigned bus stop.
3. **Requests for sleepovers, meetings, play dates, class projects and the like are not emergencies and will be denied.**