

## Reporting Concerns

The following steps will be followed regarding transportation concerns:

### Step 1

Email the BCS Transportation Coordinator, Troy Sorensen at [csorensenllc@gmail.com](mailto:csorensenllc@gmail.com). An appropriate investigation and decision will be completed in a timely manner.

### Step 2

Parent/Guardian may submit a written appeal of the Transportation Coordinator's decision to the BCS Transportation Committee. The committee will convene within 10 business days from receipt of letter to review the appeal. The parent/guardian will be notified of the committee's decision in writing.

### Step 3

Parent/Guardian may submit a written appeal of the BCS Transportation Committee's decision to the Superintendent of Schools. The Superintendent will investigate and communicate the decision to the parent/guardian.

### Step 4

Parent/Guardian may submit a written appeal of the Superintendent's decision to the Bethany Board of Education Transportation Committee.

### Step 5

Parent/Guardian may submit a written appeal of the Bethany Board of Education Transportation Committee's decision to the Board of Education Committee of the Whole.

## Bus Conduct

School transportation is a school accommodation provided to students conditional upon their satisfactory behavior on the bus and at bus stops.

Students are advised that while awaiting or receiving transportation to and from school, they may be suspended from transportation services for improper conduct which endangers persons or property or violates Board Policy and Administrative Regulations. School administration shall follow procedures in Policy 5114 on Student Discipline when suspending bus privileges.



**Troy Sorensen**  
**BCS Transportation Coordinator**  
[csorensenllc@gmail.com](mailto:csorensenllc@gmail.com)  
**(203) 298-4864**

# School Bus Rules and Regulations 2023-2024



## Bus Routes & Stops

The Bethany Board of Education is committed to providing an effective, efficient, and safe transportation system for all students. Bus routes and stops will be established in accordance with Board of Education Policy 5131 and Administrative Regulation 5131 which are available on [www.bethany-ed.org](http://www.bethany-ed.org). When determining routes and stops consideration will be given for:

- ◆ Time on the Road/Bus
- ◆ Hazardous Conditions
- ◆ Distribution of Students
- ◆ Grade Level
- ◆ Access to Stops
- ◆ Efficiency

By mid-August each year, student school bus schedules and stops will be developed by the Transportation Coordinator. Bus routes will be published on the District website and in the newspaper prior to the opening of school.

## Parent/Guardian Responsibility

Parents/Guardians are responsible for ensuring the safety of their children up until the point when students board the school bus and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and the provision of supervision that is appropriate to the student's age, maturity, and conditions along the walking route and/or at the bus stop at all times.

## Bus Rules

It is crucial that students maintain an orderly atmosphere when on the bus. Safety is paramount. Distractions cause the bus driver to divert attention from the road.

1. Be at the bus stop at least five (5) minutes prior to bus arrival.
2. Wait for the bus to come to a complete stop before approaching.
3. Each student is allowed to carry onto the bus items that can fit safely in their lap including musical instruments, projects and backpacks.
4. Enter the bus in an orderly manner and move as far back as possible.
5. Follow the bus driver's direction and requests at all times.
6. Stay in your seat while the bus is moving. Do not change seats. Wait for the bus to come to a complete stop before standing to get off.
7. Keep all body parts inside the bus.
8. Keep the aisle clear of all body parts and carry on items.
9. Talk quietly and respectfully. Derogatory and obscene language is prohibited.
10. Keep all body parts and carry on items to yourself.
11. Food and beverages are not allowed at any time.
12. Do not damage or deface the bus in any way. The student will be liable for any damage.

The bus driver will be in charge of the bus and will not permit any violation of the established rules listed in this section. If a student breaks any of the rules or fails to follow the bus driver's request, the bus driver will report the infraction to the school administrator in writing with a copy going to the parent/guardian and the bus company.

## Bus Stop Changes

The safety and security of all students is paramount.

All school buses have an approved seating capacity which cannot be exceeded. Because school buses are scheduled for maximum use of seated capacity, students must ride to and from school on buses to which they are assigned.

An exception will only be made for permanent and consistent home care/child care arrangements. Child care arrangements must be made in writing to the Transportation Coordinator at [csorensenllc@gmail.com](mailto:csorensenllc@gmail.com).

If an emergency situation arises and a student needs to take a different bus, the parent/guardian must contact Transportation Coordinator, Troy Sorensen at [csorensenllc@gmail.com](mailto:csorensenllc@gmail.com) or (203) 298-4864.

\*Parents/Guardians must notify the school one week in advance of transportation arrangement changes.

Any other bus changes will not be allowed.

## Reminders

\* Enter the bus in an orderly manner and move as far back as possible.

\* Parents/Guardians must notify the school one week in advance of transportation arrangement changes.