HEWLETT-WOODMERE PUBLIC SCHOOLS

TRANSPORTATION

The Board of Education, by law, assumes the responsibility for the children of the district while they are in school. Subject to state law, Board of Education Policy, Board Regulations, and the distance limits set forth below, transportation shall be available to all children of the district who meet the minimum age requirements for enrollment in our district's kindergarten class. In order for children attending nonpublic school to be provided with transportation, they must first meet the same age requirements that apply to children attending public school in our district. The parent assumes the responsibility of transporting his/her child to and from school unless the child is eligible for transportation under the state law or Board of Education policy which is set forth below and in the Regulations under "Distance Limits".

Distance Limits

State law requires that school districts transport elementary school pupils (grades K-8) who live more than two miles from the school they legally attend and secondary school pupils (grades 9-12) who live more than three miles from the school they legally attend. It is expected, therefore, that all pupils who live closer to the school they legally attend than the distances set forth in the law do not receive transportation unless more liberal limits are authorized. Our district voters authorized the following more liberal limits at the polls:

Grade	Limit Beyond Which Transportation is Provided
K-3	½ mile or more
4-5	¾ mile or more
6-8	1 mile or more
9-12	1 ½ miles or more

The School District shall provide transportation for students attending public schools, as well as private and parochial schools not more than fifteen miles from their residence, as long as they legally attend such schools. Where the School District provides transportation for one or more students who reside within 15 miles of the non-public school, the District shall provide transportation for those students who reside more than 15 miles from the same non-public school, by designating one or more of the District's public schools as a central pickup point for those students who live too far from such non-public schools to qualify for transportation from home to school. The District is not responsible for providing transportation for students between their home and the central pickup point.

The School District shall not provide transportation from a centralized pickup point for pupils residing within the District to a non-public school located more than 15 miles from the home of any such pupil unless the School District is already providing transportation to that same non-public school for other students who reside within 15 miles of that non-public school, regardless of whether the School District has provided transportation to that nonpublic school at any time during the immediately preceding three school years.

The Board of Education encourages regular continuing attendance in school and recognizes that temporarily handicapped students may require special transportation services for a limited period of time in order to maintain a continuous attendance pattern. Such special transportation shall be of limited duration and may be renewed.

The School District does not provide transportation beyond the distance of 15 miles, except as required by law.

The District does not provide transportation to and/or from, before and/or after school child care locations, irrespective of a child's eligibility for transportation to or from his or her residence.

The District may provide for the transportation of eligible children to and/or from a NYS Universal Pre-Kindergarten Program (UPK) pursuant to Section 3602-e of the Education Law.

The Superintendent of Schools shall prepare regulations in accordance with all applicable laws of the State of New York governing the procedures by which transportation of district children shall be provided.

Legal Reference:
New York State Education Law-
Section 1709, Subdivisions 24, 25, 27
Section 2021, Subdivision 19
Sections 3624 and 3625
Section 3635
Sections 4401 – 4407
New York State Education Commissioner's Regulations-
Chapter II, Sections 125.9, 156.1-156.8 and 156.13

Policy Adopted:
January 13, 1977
Amended 9/5/02; 6/18/08; 11/19/08; 3/21/12; 2/27/13

ADMINISTRATIVE REGULATIONS

1. Distance Limits

State law requires that school districts transport elementary school pupils (grades K-8) who live more than two miles from the school they legally attend and secondary school pupils (grades 9-12) who live more than three miles from the school they legally attend. It is expected, therefore, that all pupils who live closer to the school they legally attend than the distances set forth in the law do not receive transportation unless more liberal limits are authorized. Our district voters authorized the following more liberal limits at the polls:

Grade	Limit Beyond Which Transportation is Provided
K-3	½ mile or more
4-5	¾ mile or more
6-8	1 mile or more
9-12	1 ½ miles or more

The School District does not provide transportation beyond the distance of 15 miles, except as required by law.

2. Measurement Procedures

a. School district distance limits shall be measured only by school personnel with a specially calibrated odometer.
b. Distances are measured from a point on the curb opposite the front door of the child's dwelling to one designated point at the curb at each school. If a street does not have a curb, the point is the location at which the property bisects the public road. The School District shall determine the location of all measuring points.

3. Bus Routes

Routing and scheduling of buses and the location of bus stops for the most efficient transportation service shall be determined by school district personnel with primary consideration given to the safety of the children involved. The district has and will identify central pick-up points.

Transportation vehicles will not enter cul-de-sacs.

4. Bus Passes

Bus passes shall be issued by the Transportation Department to all students who meet the eligibility parameters outlined above to ride a school bus. Students in grades 6 through 12 are required to have and show their pass if requested to do so by the driver, bus attendant or district personnel. Bus passes remain the property of the School District. If lost, a duplicate bus pass will be issued only after a written request has been made by the student's parent or guardian and approved by the Transportation Officer.

5. Rules Governing Pupil Behavior and Safety
Conduct on school buses shall be in keeping with the regulations as set forth in the attachment and the Code of Conduct, Policy 5300.

6. Removal of Transportation Privileges
   a. The following pupils may be temporarily removed from transportation privileges:
      1. One who is insubordinate or disorderly, or whose conduct on the school bus otherwise endangers the safety, morals, health, or welfare of themselves and/or others;

      2. One whose behavior indicates that her/his physical or mental conditions endangers or may endanger the health, safety, or morals of himself/herself or others on the school bus.

   b. The school building principal or designee is delegated the authority to temporarily remove transportation privileges. Should permanent removal of transportation privileges be recommended, such action will require approval of the Board of Education.
   c. In all cases, the parent or person in parental responsibility shall be contacted by telephone immediately and informed of the removal from transportation. This action should be confirmed in writing by the school principal or designee.

7. Transportation to Non-Public or Out of District School
Transportation of pupils to a non-public school**,** or authorized out of district school**,** shall be provided in accordance with the above regulations (1-6).

Eligibility for transportation to a non-public school is subject to state law, Board of Education policy, and the distance limits specified in the policy and regulations (1. Distance Limits).

The School District shall provide transportation for students legally attending private and parochial schools not more than fifteen miles from their residence. Where the School District provides transportation for one or more students who resides within 15 miles of the non-public school they legally attend, the District shall provide transportation for those students who reside more than 15 miles from the same non-public school, by designating one or more of the District's public schools as a central pickup point for those students who live too far from such non-public schools to qualify for transportation from home to school. The District is not responsible for providing transportation for students between their home and the central pickup point.

As required by Education Law, parents must submit a request in writing to the School District for transportation to a non-public school on or before April 1st of the school year prior to the school year for which the transportation is being requested. Transportation request forms are available by contacting the School District's Transportation Office. In the case when a family moves into the School District after April 1st, a written request must be submitted to the School District within 30 days of establishing residency in the District.

8. Transportation to Child Care Locations

The District does not provide transportation to and/or from, before and/or after school child care locations, irrespective of a child's eligibility for transportation to or from his or her residence.

9. Transportation of Disabled

Transportation of permanently disabled students, as defined by New York State Education Law, Sections 4001 to 4407 and Part 200 of the Commissioner's Regulations shall be provided where necessary to state chartered schools up to and including 50 miles from the child's residence. The approval of the Commissioner of Education is required for transportation service in excess of 50 miles.

The District shall provide transportation for students to and from a residential school in accordance with Education Law Section 4405.

10. Transportation of Temporarily Disabled

a. A parent whose child is temporarily disabled, as defined in law, and who believes that temporary special transportation services may be required may apply for such service on an application form prescribed by the District. This step should be taken at the earliest possible time so that consideration of the need for temporary special transportation services will not be delayed. If a child suffers a temporarily disabling injury (i.e. broken leg), provision for emergency transportation may be made by the district while the application for special temporary transportation is being processed.
b. The parent shall arrange for the family physician to indicate the nature of the child's condition on the application. The parent shall then complete the application and return it to the school nurse.
c. The school physician may review the application and if necessary consult with the family physician and/or examine the child.
d. If reviewed by the school physician, he/she shall approve or disapprove the request for special transportation with an indication of the anticipated duration of the disabling condition. The parent may file a written appeal of decision to disapprove the request for special transportation with the Assistant Superintendent for Business who will review the initial determination. Such appeal must be accompanied by a detailed diagnostic written statement from the family's physician regarding the disability in question.
e. A parent may appeal a decision of the Assistant Superintendent for Business, to deny special transportation, to the Committee on Special Education (hereafter referred to as the Committee). A parent who wishes to make such an appeal should contact the Director of Special Education who will inform the parent of the appropriate appeal procedure.
f. Appeal of a recommendation by the Committee may be made in accordance with procedures established in law. A parent who wishes to appeal a recommendation of the Committee will be informed by the Chairperson of the Committee or the Director of Special Education of the appropriate appeal procedure.

11. Adult Supervision

Each school shall assign a responsible adult to the loading and unloading area for the purpose of insuring safe and efficient movement of eligible passengers to, on, off, and from the school bus.

These supervisors shall also be provided with lists containing the names and addresses of all eligible passengers and the bus and route numbers to which they are assigned.

10. Field Trips – See District Administrative Regulations; Policy #6153

Safety Regulation

Regulations governing the safety of school transportation vehicles, drivers, passengers and emergency evacuation shall be in accordance with Regulations of the Commissioner of Education, Chapter II, Sections 156.1-156.8 and Section 156.13.

Legal Reference:
New York State Education Law-

Section 1709, Subdivisions 24, 25, 27
Section 2021, Subdivision 19

Sections 3624 and 3625
Section 3635
Sections 4401 – 4407

New York State Education Commissioner's Regulations-
Chapter II, Sections 125.9, 156.1-156.8 and 156.13

Regulation Approved
January 13, 1977
Amended: 9/5/02; 6/18/08; 11/19/08; 2/27/13

APPLICATION FOR TRANSPORTATION OF A DISABLED CHILD

PART I TO BE COMPLETED BY PARENT

Name of Pupil_____ Age _____ Grade _____ Phone # _____

Address _____ School Attending _____

I hereby request special transportation for my child in accordance with physicians report below. If requested I will bring my son/daughter for examination by the school physician.

Signature of Parent _____ Date _____

PART II TO BE COMPLETED BY PHYSICAN
I have personally examined the above pupil and find the following condition:
_____

Is the pupil eligible to participate in: Physical Education Classes ____ Yes ____ No
Interscholastic Athletics ____ Yes ____ No
Name, address and telephone number of physician:
_____

Signature of physician: _____ Date _____

AFTER PART I AND II ARE COMPLETED RETURN TO PERSON WHO ISSUED APPLICATION

PART III TO BE COMPLETED BY SCHOOL PHYSICIAN
Check below all that apply:

1. _____ I have examined the above medical information.
   _____ I have personally examined the pupil.
   _____ I have consulted with the family physician.
   _____ Other _____
2. _____ I recommend denial of the application because, _____
   _____ I recommend approval of this application because,_____

Complete 3 and 4 only if approval is recommended.

3. Regular school bus:
   _____ Pupil can walk to nearest bus stop and climb bus steps with help.
   _____ Pupil cannot walk to nearest bus stop, but can climb bus steps without help.
   _____ Other type of transportation required. Explain _____
4. Transportation recommended for _____ weeks. (Maximum 8 weeks)

Signature of school physician _____ Date _____

*********FOR SCHOOL USE ONLY*********

Application issued by: _____ Date: _____

Request denied – letter sent _____ Request approved – bus pass sent _____

RULES GOVERNING PUPIL BEHAVIOR and SAFETY

1. All riders must be at the bus stop at least 5 minutes prior to scheduled pick-up time.
2. All riders must stay out of the roadway while waiting for the bus to arrive.
3. Parents are responsible for child's behavior at the bus stop.
4. All riders must board the bus quickly and unless otherwise instructed, take the first available seat in the rear of the bus. Standing is not permitted.
5. Once the bus door closes and the bus leaves the pickup area, students will not be allowed to board the bus.
6. All riders must be respectful to and pay attention to the bus driver and follow directions.
7. When crossing railroad tracks, remain silent as the bus comes to a stop so the driver can listen for trains.
8. Do not speak with, or otherwise distract, the driver while the bus is in motion.
9. No eating or drinking on the bus at any time.
10. The aisle should be clear at all times. Large items are not permitted on the bus. Place backpacks on your lap or under the seat.
11. Littering and vandalism will not be tolerated.
12. Remain seated until the bus comes to a complete stop and exit with caution.
13. When crossing streets, walk - do not run. Watch for cars and the bus. Always cross 10 feet in front of the bus so the driver can see you. Wait for the driver's signal to cross. Be more cautious in rain or snow.
14. Students may only take their assigned bus and are prohibited from riding on any other bus.
15. The school principal will be notified of misconduct and handle the matter accordingly.
16. All students are expected to behave in accordance with the Hewlett-Woodmere UFSD Code of Conduct, Policy 5300 and all the rules and regulations and expectations of the school they attend.
17. All students may be subject to serious disciplinary consequences for violations of these Rules Governing Pupil Behavior and Safety.