Dear Hendrick Hudson Parents and Guardians:

Let me introduce myself: I am Elizabeth Gilleo, the Supervisor of Transportation for the Hendrick Hudson School District. I work very hard to meet the needs of the families in the district.

You will be able to find your child(ren)’s bus information through Parent Portal in late-August, but there is other pertinent information on the District website (www.henhuschools.org). I encourage you to go the website and make yourself aware of what’s happening in transportation this year and please be sure to review your child’s transportation schedule before the first day of school.

Sincerely,

Elizabeth Gilleo
Supervisor of Transportation

EG/kb
Attachment
Listed below are important policies and procedures you should be aware of as we start the new school year:

Your child’s transportation information can be found on the Hendrick Hudson website (henhudschools.org) in the Parent Portal under the Transportation tab. You can email portalsupport@henhudschools.org for assistance as to how to sign onto the Parent Portal. Once in the portal, you may have to press the “more” icon to see all the tabs. With each new school year, the transportation tab is available at the end of August.

Please be standing at the bus stop at least 5 minutes prior to the designated time, rain, snow or shine. Students should NOT be waiting in a vehicle no matter what the weather is.

If your child misses the bus because he/she was not at the bus stop on time, you will be responsible for transporting your child. DO NOT FOLLOW THE BUS AND ATTEMPT TO GET THE BUS TO PULL OVER WHILE IT IS ON ITS ROUTE. THIS EXTREMELY DANGEROUS AND PUTS THE SAFETY OF YOUR CHILD AND THE OTHER CHILDREN ON THE BUS IN JEOPARDY.

Students in grades K – 3 must have an adult present at the bus stop. Students in grades 4-5 will be dropped without adult present, unless written notification has been submitted to the Transportation Department. If someone other than a parent will be meeting your child to take them off the bus, please send a note to Transportation with their names (up to 2 persons per student) and we will make the driver aware of their names. This is different than the emergency contact you designated in Infinite Campus. See Student Release Form attached to this document.

Please label all of your child’s belongings so if they are left behind on the bus they can be returned promptly. However, the District is not responsible for any lost items (clothes, cell phones, etc.)

Child care requests are to be submitted in writing by April 1, 2024. Notes to the driver regarding a change in your child’s bus stop will not be accepted. Please go to the Transportation website regarding Day Care Application information. This year we have extended the submission date to June 1, 2024.

Changing a bus is for emergencies and special circumstances. If a student needs to take a bus other than their regular one, a note explaining the reason for the change and the requested pick-up and/or drop-off is required. Please send the note to the Main Office in the morning. We will do our best to accommodate these requests; however, the decision will depend on available space on the bus that day.

If you are driving on school property at arrival/dismissal times, you MUST stop for a stopped school bus. It is illegal to pass a school bus with its red lights flashing. Penalties for such could be high monetary fines.

Please keep your child’s bus information handy throughout the school year so when you call the school office or transportation office, you can refer to it.

If your child is being transported via van and you will not need either AM or PM transportation on a particular day, please call the transportation department to notify us. Before 8:00am, please call the Bus Garage at 257-5206. After 8:00am, please call the office at 257-5200.

**Dismissal Chart:**

<table>
<thead>
<tr>
<th>School</th>
<th>Regular Dismissal Time (students)</th>
<th>Regular Bus Departure Time</th>
<th>Emergency Dismissal Time (Students)</th>
<th>Emergency Bus Departure Time</th>
<th>Half-Day Dismissal Time (Students)</th>
<th>Half-Day Bus Departure Time</th>
<th>Early Dismissal Time (students)</th>
<th>Early Dismissal Bus Departure Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS</td>
<td>3:05</td>
<td>3:15</td>
<td>11:10</td>
<td>11:25</td>
<td>11:45</td>
<td>11:55</td>
<td>1:10</td>
<td>1:25</td>
</tr>
</tbody>
</table>

**Closing/Delay Chart for 1, 2, and 3 Hour Delayed Openings:**

<table>
<thead>
<tr>
<th>School</th>
<th>Regular Day Start Time</th>
<th>1-Hour Delay Start Time</th>
<th>2-Hour Delay Start Time</th>
<th>3-Hour Delay Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHHS</td>
<td>7:25</td>
<td>8:25</td>
<td>9:25</td>
<td>10:25</td>
</tr>
<tr>
<td>BMMS</td>
<td>7:50</td>
<td>8:50</td>
<td>9:50</td>
<td>10:50</td>
</tr>
<tr>
<td>FGL</td>
<td>8:20</td>
<td>9:20</td>
<td>10:20</td>
<td>11:20</td>
</tr>
<tr>
<td>BVS</td>
<td>9:00</td>
<td>10:00</td>
<td>11:00</td>
<td>12:00</td>
</tr>
<tr>
<td>FWS</td>
<td>9:00</td>
<td>10:00</td>
<td>11:00</td>
<td>12:00</td>
</tr>
</tbody>
</table>

The decision to delay or close school is always made with the entire District in mind. The safety of our children is the primary consideration. Please check the Hendrick Hudson School website, www.henhudschools.org, for notification information.
GENERAL TRANSPORTATION INFORMATION

Your Bus Stop:
In the morning, please be standing at the bus stop at least 5 minutes prior to the designated
time, rain, snow or shine. If the bus is at the bus stop at the scheduled time and the student is
not ready to board, we will continue on the run and you will be responsible for your child’s
transportation. When the bus has to wait at the bus stop for a student, e.g. sitting in a car, it
creates a “domino effect” on the rest of the run(s) and our timely arrival to other students’
stops and their school. This policy is for the afternoon as well.

Students in grades K – 3 must have an adult present at the bus stop. Students in grades 4 - 5
will be dropped without adult present, unless written notification has been submitted to the
Transportation Department.

If your child misses the bus because he/she was not at the bus stop on time, you will be
responsible for transporting your child. DO NOT FOLLOW THE BUS AND ATTEMPT TO
GET THE BUS TO PULL OVER WHILE IT IS ON ITS ROUTE.

If you are driving on school property at arrival/dismissal times, you MUST stop for a stopped
school bus. It is illegal to pass a school bus with its red lights flashing. Penalties for such
could be high monetary fines, points on your license and/or imprisonment.

Please keep your child’s bus information handy throughout the school year so when you call
the school office or transportation office, you can refer to it.

If your child is being transported via van and you will not need either AM or PM
transportation on a particular day, please call the transportation department to notify us.
Before 8:00am, please call the Bus Garage at 257-5206. After 8:00am, please call the office at
257-5200.

Please label all of your child’s belongings so if they are left behind on the bus they can be
returned promptly. However, the District is not responsible for any lost items (clothes, cell
phones, etc.)

Child Care:
Child care requests must be submitted in writing by April 1st of each year for the next school
year. Each request will be reviewed by the Supervisor of Transportation and must fall within
the specified guidelines for approval. You will be notified of a decision before the beginning
of the school year. Please go to the Transportation website to download the Day Care
Application.

Early Dismissal Schedule:
At various times during the school year, the District holds half-day and early dismissal
sessions to provide time for teachers to work on a variety of curriculum improvement matters
and for parent/teacher conferences. Please see the District calendar for those half-day and
early dismissal dates. Please see above dismissal chart of designated dismissal times.
Activity Bus:
The District provides buses after regular school hours to transport students home from a variety of co-curricular and athletic activities. Hendrick Hudson High School late bus leaves promptly at 3:30 from the back of the High School Monday - Thursday. Blue Mountain Middle School late bus leaves promptly at 3:55 Monday - Thursday. There is an activity bus that leaves Blue Mountain Middle School promptly at 4:30 for 7th and 8th grade students who participate in modified sports Monday - Friday. These bus runs travel an abbreviated run of the district, thus a student may be dropped-off at a bus stop different from their normal bus stop. Parents should review the schedule with the student so both know which bus they will take and where the bus stop will be. This schedule will be provided to you at the beginning of the school year and is in each school office.

Bus Passes:
No bus passes will be honored because most of our buses are filled to capacity and we have run into problems of overcrowding. In a case of emergency only, please call the school office so that the principal is aware of your situation. If space permits, it is sometimes possible to make an exception for an emergency situation.

Instruments Transported on the School Bus:
The following instruments are small enough in size that a student can either place the instrument on their lap or between their legs as to not use a seating space on the school bus. Allowable: violin, viola, alto saxophone, trumpet, flute, piccolo, clarinet, percussion kit and hand held percussion, sticks and mallets. Note: All allowable instruments must be transported in cases which should remain closed on the bus at all times.

The following instruments have been deemed by the Transportation and Music Departments to be too large to be transported by the school bus without taking a seating space. Therefore, it is the responsibility of the parent or guardian to transport these instruments to and from school. Non-Allowable: 1/4, 1/2, or 3/4 size cello, full size cello, string bass (any size), french horn, tuba, trumpet, tenor saxophone, bass trombone, baritone horn, floor toms, bass drum, cymbals, any marching percussion, snare drums and multi-cultural drums.

Private and Parochial Schools:
The Hendrick Hudson School District provides for the transportation of students to private and parochial schools if the mileage from the student’s home to the school is within 15 miles. Parents are required to submit transportation requests for non-public schools in writing to the Hendrick Hudson Transportation Department by April 1st of each year for the next school year. Failure to do so may result in your request for transportation being denied. As per Board of Education policy, private/parochial students who meet state eligibility requirements for transportation shall be picked up in the same way as district school students. Please see “Forms” for the current Transportation Request form.
IMPORTANT SCHOOL BUS SAFETY INFORMATION

Your bus driver has been entrusted with the serious responsibility of protecting the safety of your child. The driver cannot control the hazards outside the bus. We ask your cooperation in making sure that the responsible person meets the bus every day to receive your child. This will ensure your child’s safety as well as the safety of other children in the area.

Because most student injuries and fatalities occur outside of school buses in New York State, information is attached that describes the area directly around the school bus known as the “Danger Zone.” Proper student behavior in and around a school bus should be discussed with your child. If, by some chance, your child misses the bus, please DO NOT chase after or follow the bus to another stop. A child approaching a bus from the rear or passenger side, especially if they are not expected to be at a different stop, puts the child in a very dangerous situation.

Please be aware that drawstrings on clothing can become entangled or caught in the bus handrail that can cause children to be dragged by the bus. To insure safety, we would recommend that you remove drawstrings from clothing whenever possible, or at least cut off drawstring tabs and knots.

Also, please adhere to the district policy by having your child STANDING at the bus stop at least five (5) minutes before their scheduled pick-up/drop-off time. If you have a bus safety concern, call the District Transportation Office at 257-5200.

No child should ever be in the pink danger zone. Children leaving the bus should walk straight ahead, away from the bus, for at least 10 feet before turning in either direction. When it is necessary for children to cross in front of the bus, they should walk ten feet from the bus door, (in the direction of the white arrow) before turning toward the front of the bus.

The front of the bus is the most dangerous area. Within the bright red zone at the front of the bus are a number of “blind spots” in which the driver cannot see a small
child or one who is stooping to pick up a dropped article. The exact position and size of the blind spots depends upon the number of mirrors the bus has, how they are arranged and adjusted, and whether or not they are clean. It is important for young children to understand that all of the red area is dangerous because the driver may not be able to see them. Children must be educated to move forward away from the front of the bus until they can see the driver's face. If the child can see the driver's face, the driver is able to see the child.

Maintaining that line of vision is the next objective. This can be best accomplished by requiring the children in the high risk category (grades K-3) to wear a backpack or carry a book bag.

If the loose objects these children so often take home are carried in a backpack or a book bag, the chances of dropping them are greatly reduced.

The large red arrow at the top right shows the area of special danger from passing cars and other vehicles. Some children may point out that it is against the law for a car to pass a stopped school bus. That is true. The fact is, however, that an occasional driver violates the law. Since the large bus hides children from the sight of a driver passing from the rear, this situation is particularly dangerous.

When children must cross in front of the bus, the following safety rules should be observed:

1. Children should cross only after receiving permission from the driver or school bus patrol.

2. Children should cross at least ten feet in front of the bus.

3. Children should establish "eye contact" (that is, look at the bus driver) before starting across. (Picture #2)

4. Children should look both ways and should only enter the part of the roadway marked by the large red arrow after receiving an "all clear" sign from the driver or safety patrol. (Picture #3)

A third area of special danger is the bright red area at the right rear of the bus. Small or stooping children in this danger area (from the right rear wheel to the back of the bus) cannot be seen by the driver. The safety rule for this danger zone is very simple: Children should stay out of it at all times.

Bus Safety is a team effort of bus driver, student, the motoring public, and the parents.
HOW TO CROSS SAFELY

1. Cross the road when the bus has stopped completely.
2. Look both ways before crossing the road.
3. Cross the road when the car has stopped completely and there is no oncoming traffic.
4. Use the crosswalk when available.

ALIVE
Manitoba Education
If your child(ren) require bus transportation to/from a babysitter or day care location next school year...... please read on.

Consistent with New York State Education Law 3635-1e, children in grades K-8 may be transported between the school the child legally attends and before and/or after school child care locations under the following conditions:

1. The parent or legal guardian for the child must submit their request for transportation in writing no later than April 1, 2024. It is not the responsibility of the Day Care Provider to submit the form. New residents must apply within 30 days of establishing residency in the Hendrick Hudson School District. If you are unsure, submit the paperwork by April 1, 2024, you can always withdraw it if your situation changes. Due to the changes in schools next year, we have extended the due date for this school year only until June 1, 2024.

Day care/babysitter transportation applications must be filed annually by April 1st of the preceding school year or transportation may not be available. Transportation applications are not carried over from year-to-year. Applications received after the April 1st deadline may result in delay of placement until October or transportation denied. Bus Notes will NOT be honored.

2. The child care provider from or to which transportation is requested must be located within the boundaries of the Hendrick Hudson School District and within your school’s attendance zone. See below.

If the child care is outside the attendance zone of the school the child attends, it must be a licensed day care provider pursuant to Section 390 of the Social Services Law. Babysitter locations NOT licensed or registered under Section 390 are restricted to the attendance zone of the school attended. We will not release any student(s) to an out of district daycare provider at a student’s bus stop. If you choose an out of district day care provider for your child, make arrangements for your child to be picked up at school.

3. Requests for transportation must be from a consistent location in the morning and to a consistent location in the afternoon. Transportation to and from different locations, depending on the day of the week, will not be permitted.

4. We do not transport to day care providers outside of the Hendrick Hudson School district boundaries. Please see #2 above.

5. We do not transport elementary students to after-school activities (such as dance, tae kwen do, etc.) OR any type of religious instruction.
PLEASE PRINT ALL INFORMATION  School Year 2024 - 2025

Student Name: ______________________________________________________

Address: ___________________________________________________________

Home Telephone Number: ___________________ Work/Cell Telephone Number: ___________________

School of Attendance: _____________________________________________ Grade: ________________

Home Bus Number & Stop (if known): _________________________________

MORNING PICK-UP LOCATION
Alternate Address/Day Care/Babysitter Name: __________________________

Address: __________________________________________________________

Telephone Numbers: ________________________________________________

    SCHEDULE: Monday – Friday   OR   circle the days: M T W TH F

Child care provider must be operational within the Hedrick Hudson School District boundary. A registered child care provider, pursuant to Section 390 of the Social Services Law, must provide the License or Registration Number.

Program Contact Name: _____________________________________________

License/Registration Number: ________________________________________

FOR OFFICE USE ONLY: Bus Number: _______ Bus Stop: _____________

AFTERNOON DROP-OFF LOCATION
Alternate Address/Day Care/Babysitter Name: __________________________

Address: __________________________________________________________

Telephone Numbers: ________________________________________________

    SCHEDULE: Monday – Friday   OR   circle the days: M T W TH F

Child care provider must be operational within the Hedrick Hudson School District boundary. A registered child care provider, pursuant to Section 390 of the Social Services Law, must provide the License or Registration Number.

Program Contact Name: _____________________________________________

License/Registration Number: ________________________________________

FOR OFFICE USE ONLY: Bus Number: _______ Bus Stop: _____________

Print Parent/Guardian Name: _________________________________________

Parent/Guardian Signature: _________________________________________ Date: ________________

This form must be submitted to the Transportation Department by April 1st via mail, fax or in person.
Telephone: 914-257-5200 * Fax: 914-257-5201 * Email: Transportation@henhudschools.org

(please call to confirm receipt of form)
2024-2025 Student Release Form for Transportation Only
Required for Kindergarten – 3rd Grade

Student Name: ____________________________  PM Bus #: __________________
(Print Clearly) (One student per form)

School Name: ____________________________  Grade: __________________
(Print Clearly)

☐ Please check if your child has permission to get off the bus without a parent/guardian/adult present.

If your child does not have permission to get off the bus by themselves, please list the names of any adults that will be allowed to pick up your child from the bus stop (three (3) names/child). This is different from the emergency information you’ve given the school. **PLEASE NOTE:** Only the people listed below with valid identification will be allowed to pick up your child from the bus stop. If anyone else attempts to pick up your child, he/she will be returned to school.

Parent/Guardian: ____________________________

Parent/Guardian: ____________________________

1. ____________________________

2. ____________________________

3. ____________________________

Parent’s Name: ____________________________  Parent’s Signature: ____________________________
(Print Clearly)

Date: ____________________________

***** Please return form via mail, fax, or email – Remember to confirm receipt *****
***** It takes several days to process this request *****