



SUFFERN CENTRAL SCHOOL DISTRICT
Transportation Department
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931
845-357-7783 ext. 11286
sufferncentral.org

PRIVATE / PAROCHIAL SCHOOL

TRANSPORTATION HANDBOOK

The success of any school transportation operation depends largely upon the quality of performance and degree of dedication displayed by those involved.

This handbook is designed as a guide that will provide important information to ensure a good working relationship with all our non-public schools.

Adoption Date: March 7, 2023



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The Suffern Central Transportation Department provides pupil transportation services for approximately 5,389 students to and from school each day. We provide service not only to our seven public schools, but also to 114 private/parochial schools and 37 vocational/special education programs that are located in and around Rockland, Westchester and Bergen counties. We also provide in-district day care transportation, mid-day high school dismissal transportation, and shuttle services to the Rockland BOCES Campus. On average, our buses travel 1.8 million miles annually between pupil transportation, field trips and athletic competitions.

Contractor and Drivers:

Safety is our top priority here in Suffern Central when it comes to our students. Our contractor, Chestnut Ridge Transportation, ensures that their buses meet all safety standards and that their drivers meet all New York State and federal licensing and training requirements. Their drivers receive numerous refreshers each year and complete the many tests necessary to maintain their "school bus driver" status. 60% of their core drivers return each year and that 40 percent of their drivers have been with our district for over five years, 16 drivers 10 years and over and 7 drivers 25 years and over.

The main hours of bus service are from 6:30 - 9:30 am and from 2:00 - 5:00 pm. In-district buses and vans commonly make 3-4 runs as part of their morning and afternoon routes. Out-of-district non-public and special education buses and vans usually make 1-2runs, or as many runs as time allows, in their am and pm routes.

Lost and Found:

Any item(s) left on the school bus, if found by the driver, will be held on the bus for two to three days to allow time for the student to collect. After three days the item will be turned in to the Lost and Found at the bus garage where it will remain for a period of two weeks. Items not claimed within this time frame may be discarded. Parents/Guardians may contact the bus garage at any time to inquire about a missing item.

Eligibility:

Our district offers universal busing. This means that each child living in the Suffern School District is eligible for transportation.

Unauthorized riders will not be permitted on Suffern Central contracted school buses.

Privacy of Information:

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student information. All such information collected will be used solely for purposes of student safety and in the event of an emergency.

Deadlines, Requirements and Expectations:

January – Private/parochial schools receive next September’s private/parochial school and day care transportation request forms from the district with instructions.

March 1st – Any requests for bell time changes, address changes, etc. for next September must be received by district.

March – Bus Safety Drill (3rd) – required between March 1 and April 30.

April 1st – last day to timely submit requests for private/parochial school transportation.

April 1st – last day to request day care/alternate site transportation.

May 15th – Private/parochial schools receive a packet from the district with next year’s transportation roster, district calendar, non-transportation days memo and bus safety drill information.

June 1st – deadline to submit school days opened and closed information for coming September.

September - Bus Safety Drills (1st) – required within first five days of school.

November – Bus Safety Drills (2nd) - required between November 1 and December 31.

Sample Only: Updated copy mailed out to private/parochial schools as part of the May Packet. Calendar is also available on district website: sufferncentral.org

Suffern Central School District

2023-2024

September

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- School Closed
- First Day of School/Last Day of School
- Staff Attendance Only
- Half Day Elementary Students
- Early Evacuation Drill - *Every school is dismissed 15 minutes early

Three emergency days are built into the calendar. If no snow days are used, schools will be closed on 5/24, 5/28 and 5/29. If one snow day is used, school will be open on 5/24. If two snow days are used schools will be open on 5/24 and 5/28. If three snow days are used, school will be open on 5/24, 5/28 and 5/29.

Adopted by the Board of Education 02/07/2023



September	
4	Labor Day
5	Staff Orientation
6	First Day of School
25	Yom Kippur
October	
9	Columbus Day
17	Supt.'s Conference Day
November	
7	Supt.'s Conference Day
10	Veteran's Day
23-24	Thanksgiving break
December	
22-29	Holiday Break
January	
1	New Year's Day
15	Martin Luther King, Jr. Day
February	
19-20	Presidents' Break
March	
15	Supt.'s Conference Day
29	Good Friday
April	
1-5	Spring break
22-23	Passover
May	
27	Memorial Day
June	
19	Juneteenth
24-26	Early Dismissal Elementary
26	Last Day of School

DOWNLOAD OUR MOBILE APP TODAY!

Free for Apple & Android
Important info at your fingertips
Calendars, alerts, contact & more!



Scan QR code or search
Suffern Central on the App Store




Sample Only: Updated copy mailed out to private/parochial schools as part of the May Packet. Calendar information is also available on district website: sufferncentral.org/Departments/Transportation.



**Suffern Central School District
Transportation Department
45 Mountain Ave.
Hillburn, New York 10931**
Telephone: (845) 357-7783, Ext. 11286
Fax: (845) 357-3073
transportation@sufferncentral.org

20XX – 20XX School Year Non-Transportation Days

Once again next year, there will be certain days on which Suffern Central **does not** provide transportation to non-public schools. Transportation to all non-public schools will be provided only on days when the School District is in session as set forth in the calendar adopted by the Board of Education. Please see attached school days calendar and additional non-transportation days detailed below:

- **Days prior to First Day of School**
- **All Saturdays and Sundays**
- **Days after Last Day of School**

On days when Suffern Central is not providing bus service, families will have to make alternative transportation arrangements to and from their school.

Please note the following procedures regarding school closures and/or delays due to inclement weather:

1. If Suffern Central Schools are closed, NO bus service will be provided for non-public students.
2. On days when the opening of district schools is delayed by 2 hours or another time period, all Suffern Central school buses will follow the same delayed schedule. If Suffern Central is not on a 2 hour delay or closed, but other districts and private schools are, a 2 hour delay will apply for the schools opening late.
3. If the school district in which the private/parochial school is located is closed due to inclement weather, no bus service will be provided for non-public students attending the private/parochial school in closed district. Suffern Central will not provide transportation to that private/parochial school even if it's open for the day.
4. If there is a need to close schools early, all Suffern Central school buses will pick up early. The district will work with private schools for dismissal schedules. The private school must notify parents or guardians of student of the early dismissal and release details.

Parents SHOULD NOT call the bus company.

Notice of school closures, cancellations and/or delays will be posted on the district home page at sufferncentral.org and announcements will also be made on:

Websites: sufferncentral.org; **Twitter -** @suffernCSD
Facebook: @sufferncentralSD **Instagram –** [sufferncentralSD](https://www.instagram.com/sufferncentralSD)

Remember: Guests and other unauthorized riders will not be permitted on Suffern Central school buses.

Snow Days / Emergency Dismissals:

On days when Suffern Central is not providing bus service, families will have to make alternative transportation arrangements to and from their child's school.

In addition to our school district's website (sufferncentral.org), notification by Connect Ed, announcements will be made on the following local television, radio stations and other media in the event that school will be closed or will have a delayed opening / early dismissal due to inclement weather:

Parents SHOULD NOT call the bus company but SHOULD listen to or watch the following for announcements:



Websites: sufferncentral.org;

Instagram – [sufferncentralSD](https://www.instagram.com/sufferncentralSD)

Twitter - [@suffernCSD](https://twitter.com/suffernCSD) and

Facebook: [@sufferncentralSD](https://www.facebook.com/sufferncentralSD)

Please note the following procedures regarding school closures and/or delays due to inclement weather:

1. If Suffern Central Schools are closed, NO bus service will be provided for non-public students.
2. If the school district in which the private/parochial school is located is closed due to inclement weather, no bus service will be provided for non-public students attending the private/parochial school in closed district. Suffern Central will not provide transportation to that private/parochial school even if it's open for the day.
3. On days when the opening of district schools is delayed by 2 hours or another time period, all Suffern Central school buses will follow the same delayed schedule.

Opening Delays: Your child's bus pick-up time will be moved forward depending on the length of the delay. An example would be that if the district announced a two-hour delay and your child is normally picked up at 8:25 AM; your child's delayed opening pick-up time would be 10:25 AM. Remember that delayed openings do not extend our regular dismissal time, so please be at your child's PM bus stop as assigned.

4. On days when the opening of Suffern Central schools and/or private/parochial schools are delayed by 2 hours or another time period, and a particular school has a mid-day dismissal scheduled, NO bus service will be provided for students to that particular school.
5. If the school district in which your child's private/parochial school is located is on a delayed opening or early dismissal schedule, Suffern Central will follow the same modified bus schedule for non-public students attending a private/parochial school in their district.
6. If there is a need to close schools early, all Suffern Central school buses will pick up early. Early dismissal schedules will be coordinated with private/parochial school principals. All parents should wait to hear from their child's school of attendance for dismissal information.



Suffern Central
SCHOOL DISTRICT

Transportation Office

Telephone: (845) 357-7783 Ext. 11286

Fax: (845) 357-3073

E-mail: transportation@sufferncentral.org

Registration of a New Private/Parochial School Form SAMPLE FORM ONLY

(please see Appendix A for form):

SUFFERN CENTRAL SCHOOL DISTRICT

45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Registration of a New Private/Parochial School

Dear Private/Parochial School Principal:

Please complete the following and include additional information that will assist our district in providing transportation to and from your school. Also, we ask that you include a copy of your Certificate of Occupancy and your Fire Safety Certificate. Once complete, you may email or fax using above contact information.

Legal Name of School: _____

NYS BEDS #: _____

Attending Grade Levels: _____

Arrival Time: _____ Dismissal Time: _____

Street Address: _____

Mailing Address (if different from above): _____

City, State and Zip code: _____

Telephone #: _____ Fax #: _____

Emergency Contact: _____

Emergency Contact's Telephone# _____

Emergency Contact's Email: _____

Additional Information: _____

Each private school receiving district transportation must complete three bus safety drills annually and file proof with the district.

Transportation to and from your school will not be scheduled until our office has received your information on days opened and closed. Send a copy to our office and Chestnut Ridge Transportation (845-357-0904, fax 845-369-3546).

Private/Parochial School Information Update Form
SAMPLE FORM ONLY (please see Appendix B for form)



SUFFERN CENTRAL SCHOOL DISTRICT
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Transportation Office
Telephone: (845) 357-7783 Ext. 11286
Fax: (845) 357-3073
E-mail: transportation@sufferncentral.org

RE: Private/Parochial School Information Update

Dear Private/Parochial School Principal:

Please complete the following information. Any new information should be noted in the additional information section. For a change of address, please include a copy of your Certificate of Occupancy and Fire Safety Certificate. Once complete, you may email or fax to my attention.

Name of School: _____

BEDS # (Required): _____

Street Address: _____

Mailing Address (if different from above): _____

City, State and Zip Code: _____

Telephone #: _____ Fax #: _____

Attending Grade Levels: _____

Arrival Time: _____ Dismissal Time: _____

Contact: _____

Contact Email: _____

Additional Information: _____

Transportation to and from your school will not be scheduled until our office has received your information on days opened and closed. Send a copy to our office and Chestnut Ridge Transportation (845-357-0904, fax 845-369-3546). Thank you for your cooperation,



Suffern Central School District

Guidelines and Requirements for Private / Parochial Schools

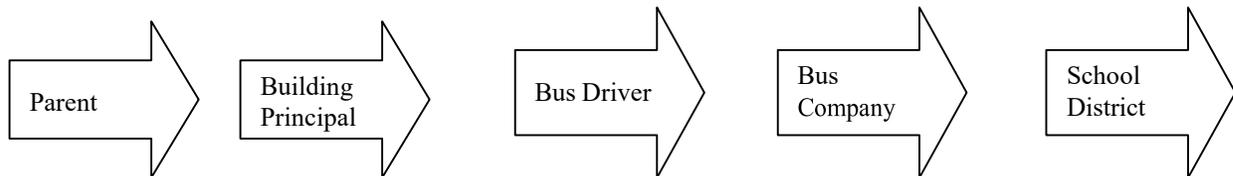
Helping Parents Address Transportation Concerns/Issues:

We ask that parents work first with their child's school principal to resolve any transportation issues. It is our practice that the building principal work with the school bus driver to address concerns. If the principal is unable to resolve the issue directly with the bus driver, then we ask that the principal reach out to the bus company. If the issue is not resolved within a timely manner, the building principal should contact the district office for support.

Parents should not be referred to the district office until the Principal has worked to resolve the issue.

Resolving Issues:

The Suffern Central School District offers the chart below as guidance for directing communications regarding student transportation issues:



Non Public Days Opened and Closed:

Schools must forward their complete days opened and closed information with bell times to our District by June 1st. Information received after this date will be considered late. Any changes to a private/parochial's submittal of days opened and closed (ex: snow make up days, etc.) must be received two weeks prior to requested date, including any early dismissals or bell time changes. The District is able to provide one early dismissal schedule per registered school. For example, if your school has a 12pm Friday dismissal then this would be your registered early dismissal time.

Instructional days information not received at the district office by requested deadline run the risk of transportation not being scheduled for the start of school. The district is not able to schedule the start of school transportation without a listing of days opened and closed on file.

Bell Times:

Bell time adjustments for the next school year must be requested by March 1st. The district will work with the non-public school to accommodate requests for change of bell times but cannot guarantee the District can accommodate. If the change creates a burden on the school transportation program the district may ask the school to keep the prior year's schedule in place.

The District will provide one arrival and one dismissal time for each registered non-public school in the same manner that it does for its public schools. We only provide an AM delayed opening when the Superintendent of Schools calls a district-wide delay.

Delayed Busing:

When a school bus is running late 15 minutes or more the bus company will notify the school's main office or emergency contact person. (Please make certain to advise the Transportation Office of any updates to contact/emergency contact information for these types of calls.) In turn, private schools are expected to contact impacted families advising them of the reported delay.

Vehicle Access:

- Must have at least 100' turning radius for bus
- Must have loading & unloading access for large bus
- Must have a clear lane for school buses to load and unload
 - Positioned at sidewalk
 - Protected area

Certifications:

Certificate of Occupancy; Fire Safety Certificate; and NYS BEDS number.

The District reserves the right to request a non-public's annual Fire Safety Certificate for each structure on school property.

The District requires an updated Certificate of Occupancy for any new or added structure on school property.

Non-public schools located in New York State must have a valid Basic Educational Data System (BEDS) number with their physical address matching the address on record with our School District. The district will provide transportation only to the primary address when a non-public school has multiple locations. In addition, the BEDS information must classify the non-public as a Non Public School.

Action on Bus Referrals:

Need to act on all bus referrals with action/discipline noted on bottom of form and copy faxed back to district at 845-357-3073.

Emergency Bus Passes:

Principals may only issue emergency bus passes for Suffern CSD students to travel home with other Suffern CSD students in the event of a true emergency. Only Suffern CSD students may ride our buses, students from other districts are not authorized and will not be allowed to ride our buses at any time. Our district doesn't provide transportation for students to go for play dates or to study. Before issuing an emergency bus pass the principal will need to confirm there is room on the bus in question and that they have obtained a written request from parent/guardian.

Bus Stop Safety and Location Change Requests:

If a child's parent/guardian is looking for a bus stop location change or has a bus stop safety concern, the principal should direct parents/guardians to submit a Bus Stop Review form (see Appendix E) to the district. Upon receipt the transportation office will review and respond to parent/guardian. Any transportation change requests cannot be considered until four weeks after school starts.

Principals need to understand that it is customary for the district to establish bus stops at corners for continuity of service over a number of years. It is the responsibility of the parent/guardian, not the school district, to see that his or her child reaches the pick-up/drop-off point safely.

Private/Parochial School Transportation Request Information:

Suffern CSD requests that all private/parochial requests be sent via email to transportation@sufferncentral.org. Parents may access our on-line application through the district website (sufferncentral.org).

Updated information is mailed out to private/parochial schools each January with district guidelines. We ask that schools provide registration instructions to NEW enrollees only, as we send out request information to the parent/guardians of students already registered for transportation with our district each February.

It is important for private/parochial schools to remind parent/guardians that all requests for transportation to a private/parochial school must be received by the transportation office no later than April 1st for the up-coming September. New residents must file within 30 days after moving into the District, or they may jeopardize their child's transportation privileges for the upcoming school year. Next school year's transportation budget must be finalized in April and the number of vehicles servicing schools will be based upon the number of requests received.

A request must be submitted each year even if a child remains at the same school. All request forms must be submitted to the transportation office – [the district is not responsible for requests received after the April 1st deadline.](#)

Web site for transportation department information and forms:

<https://www.sufferncentral.org/domain/237> or visit our district website: sufferncentral.org – click on Departments > Transportation under Quick Links.



Suffern Central School District

Private School Transportation On-Line Submittal Instructions

For the **2023-24** school year, our District will only accept private transportation request forms that we receive by **April 1, 2023**, which is the State mandated deadline. Our District will only receive late requests from new families who establish residency and make a request within 30 days to our District.

Private / Parochial School Transportation Request forms are to be completed online and submitted electronically via email to the District. Request forms are available on our district website at: www.sufferncentral.org - click on "Departments" under quick links, or copy and paste the following link in your browser's address bar for website:

<https://www.sufferncentral.org/domain/237>

To access and complete the Private School Request form you will need to have an Adobe Acrobat Reader DC and one of the following internet browsers: Mozilla Firefox, Google, or Internet Explorer. If you do not have an Adobe PDF viewer, you may download using the following link: <http://get.adobe.com/reader/>

Who Must Register:

- ✓ Students currently registered for district transportation must submit a new request form by the **April 1st** deadline for the following September.
- ✓ New residents must submit their request(s) within 30 days of moving into the district and provide Proof of Residency documentation.
- ✓ New enrollee (including siblings or Kindergarteners) requests must include a copy of child's birth certificate.
- ✓ After completing request, you must click the "Save to Computer" button to store document on your computer and email to transportation@sufferncentral.org to complete the registration process.
- ✓ Step by step instructions for completing the requests are available below.

Important Browser Information:

Using Internet Explorer, Mozilla Firefox and Google – You must use Adobe Acrobat Reader DC to fill out the PDF form otherwise you may run into any number of problems while completing and submitting the form.

Best Option: Open the transportation request form from the district webpage and save to your desktop; or, *if an option from your browser*, click the "pdf" button or "open with a different viewer" (select open with Adobe Acrobat) on the right side of address bar when opening the website form. Open form using Adobe Acrobat Reader DC only.

Completing Form:

Open transportation request form using the above instructions. If you are prompted to open with a different viewer please select Adobe Reader or Acrobat.

1. Enter the current date using format MM/DD/YYYY.
2. Enter your child's legal first name and last name.
3. Enter your child's date of birth, using format MM/DD/YYYY.
4. Enter your child's age.
5. Select your child's gender. You must click appropriate button.
6. Enter your home phone number.
7. Enter your home address including street address, city and zip code.
8. Enter guardian 1 name with relationship to child, cell number and email address.
9. Enter guardian 2 name with relationship to child, cell number and email address.
10. Enter emergency contact's name, phone number and relation to child.
11. Enter legal name of private school to be attended.

12. Enter the private school's phone number.
13. Enter the private school's address including street address, city, state and zip code.
14. Enter the grade your child will be entering in September.
15. Enter the first day of school for child at requested school.
16. Enter the arrival and dismissal bell times for school of attendance.
17. Select appropriate button informing district if your child currently rides a district school bus.
18. Electronically sign the form attesting that the information you entered is true, accurate, and complete by typing name on line provided.
19. Print Name.
20. It is important to SAVE or PRINT a copy of each request when complete.
21. Click the SAVE button to save your child's transportation request to your desktop or selected file location. Next you need to open your email account. Attach the saved transportation request form to an email and submit to the district at transportation@sufferncentral.org.
22. You may RESET the form to complete a new request for a sibling. This button will clear child specific fields only. Once you reset the request form and have filled in the sibling's information, follow steps 20 & 21 to submit your additional request for transportation. Remember to save each child's request to your desktop using a different file name to avoid losing individual information.

New Student Registration Documentation Submittal:

All new enrollees for district transportation need to provide student and household information detailed below to complete request. This documentation may be submitted by mailing to the district transportation office: Suffern Central Schools, Transportation Office, 45 Mountain Avenue, Hillburn, NY 10931; emailing to transportation@sufferncentral.org; or via fax 845-357-3073. If emailing, documents need to be scanned and emailed. The district is not able to accept jpeg or other image file formats.

- ✓ **Student Information:** Proof of Date of Birth:
 - Birth Certificate
- ✓ **Household Information:** Proof of Residency:
 - Homeowner
 - Deed and Schedule A
 - Renter/Tenant: Lease (dated/signed by landlord)
 - And/Or one of the following:
 - Current gas and electric/oil bill (Orange & Rockland)
 - Current landline home telephone (No Cell Phones)
 - Current water bill
 - Current Cable TV/Digital TV bill (Cablevision, Direct TV, Verizon or other)
 - Current broadband/internet service provider bill (Verizon or other)

Returning Student Registration:

Our District will maintain student records and not require re-registration for five (5) years should a family move out of district and then return to the same address. After a five (5) year period a student must re-register (see above).

Explanation for Late Submittal:

Any request submitted after the April 1st deadline must include a letter explaining why the request was late.

New Families and Establishing Residency:

When not residing in the district on **April 1**, new residents have 30 days after establishing residency to submit a written request to the District.



Suffern Central School District
Transportation Office
45 Mountain Avenue
Hillburn, NY 10931
transportation@sufferncentral.org
845-357-7783 x11286 fax 845-357-3073

SY 2023-2024
NY State Deadline:
April 1, 2023

REQUEST FOR TRANSPORTATION TO PRIVATE/PAROCHIAL SCHOOL

TRANSPORTATION REQUEST DEADLINE: Parents who desire transportation to private/parochial school next year, **2023 – 24** must submit this form by **April 1, 2023**

Date _____

In accordance with the laws of the State of New York, I hereby request transportation for my child to a private school during the coming school year.

Child's First Name _____ Last Name _____

Date of Birth _____ Age _____ Gender: Male Female Home Phone # _____

Home Address _____
(Number and Street) (City) (Zip Code)

Mailing Address (if different) _____

Mother's Name _____ Cell # _____ Email _____

Father's Name _____ Cell # _____ Email _____

Emergency Contact _____ Phone # _____ Relationship _____

Private School To Be Attended _____ School's Phone # _____

Private School Address _____

Grade Child Will Be Entering _____ First Day of School _____

Does the child currently ride a Suffern CSD bus: Yes No

By electronically signing my name below, I acknowledge and agree that I am the legal parent/guardian of student identified above. I agree that I will be legally bound, obligated and responsible for this REQUEST FOR TRANSPORTATION TO PRIVATE/PAROCHIAL SCHOOL form, as if I had submitted it in hard copy form with my handwritten signature.

Signature _____ Printed Name _____
(Parent/Guardian)

- Please note:**
1. An individual request must be submitted for **each** child - each year transportation is desired. All information requested must be included.
 2. Children not 5 years of age by December 1 are **not** entitled to transportation during that school year.
 3. **This form must be received in the Transportation Office of the Suffern Central School District by April 1, or transportation privileges may be jeopardized for the entire school year.**
 4. New residents must submit their request(s) within 30 days of moving into the district, provide proof of residency and a copy of child's original birth certificate.
 5. New enrollee (including siblings or Kindergarteners) requests must include a copy of child's birth certificate.
 6. **If a Request for Private School Transportation is rejected before April 1, any second request must be submitted by April 1.**

THIS FORM MUST BE RECEIVED AT THE DISTRICT OFFICE IN HILLBURN BY APRIL 1, 2023

District Emergency Information Card: Our district collects the following emergency information on each student enrolled for emergency purposes. The district recommends that all private/parochial schools maintain the same or similar information on their Suffern students.

Suffern Central School District – Emergency Information Card

Date _____ School _____ Grade _____ Homeroom _____

Student's Name Last Name _____ First Name _____

Residing Address _____

Mailing Address _____

Home Phone _____ Cell phone _____

Non Residing Parent Name/Address (if applicable) _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email: _____

Parent/Guardian Contact Information (Please prioritize phone #'a numerically using the check box)

Guardian 1 Name _____ Relationship _____

Home Phone _____ Cell phone _____

Work Phone _____ Work Email _____

Guardian 2 Name _____ Relationship _____

Home Phone _____ Cell phone _____

Work Phone _____ Work Email _____

Chronic Problems _____

Allergies _____

List relatives or neighbors who are available and permitted to pick up and/or assume temporary care if unreachable.

Name _____ Relationship to student _____

Address _____

Home Phone _____ Cell _____ Work _____

Name _____ Relationship to student _____

Address _____

Home Phone _____ Cell _____ Work _____

Physician's Name _____ Office Phone _____

Physician's Name _____ Office Phone _____

Dentist's Name _____ Office Phone _____

In case of an accident or serious illness, I request the school contact me. If the school is unable to reach me or any one listed above, I hereby authorize the school to call the physician(s) indicated above to follow his or her instructions. If no physician's reachable, the school may make necessary arrangement.

Parent/Guardian Signature _____ Date _____

Alternate Site / Day Care Transportation Request Information:

Suffern CSD requests that all alternate site/day care requests be submitted via email to transportation@sufferncentral.org. Parents may access our application through our district website (sufferncentral.org). Instructions will be available to parents on our website and mailed in February to currently enrolled households.

A request must be submitted each year even if a child remains at the same alternate site / day care location. All request forms must be submitted to the transportation office – **the district is not responsible for requests received after the April 1st deadline.**

Web site for transportation department information and forms:

<https://www.sufferncentral.org/domain/237> or visit our district website: sufferncentral.org click on “Transportation” under Quick Links.

Day Care Rules:

1. An individual request must be submitted for each child. A new request must be submitted for each year transportation is desired.
2. This form must be received in the Transportation Office of the Suffern Central School District **by April 1.**
3. If the child is not currently a resident of Suffern Central School District, the form must be received within 30 days of establishing residency.
4. If a Request for Alternate Site / Day Care Transportation is rejected before April 1, any second request must be submitted by April 1.
5. Day care transportation can only be provided to licensed day cares within the district or to unlicensed day cares (e.g. neighbors, relatives) within the student’s school attendance zone.
6. Families are responsible for transportation whenever their day care is closed and Suffern Central Schools are open.



Suffern Central School District Alternate Site / Day Care Transportation Request Online Instructions

transportation@sufferncentral.org

Alternate Site / Day Care Transportation Request forms are to be completed online and submitted electronically via email to the District. These forms are available on our district website at: sufferncentral.org - click on "Departments," under Quick Links, or copy and paste the following link in your browser's address bar: <https://www.sufferncentral.org/domain/237>

To access and complete the Alternate Site / Day Care Request form you will need to have an Adobe PDF reader and one of the following internet browsers: Mozilla Firefox, Google or Internet Explorer. If you do not have an Adobe PDF viewer, you may download using the following link: <http://get.adobe.com/reader/>

Important Browser Information: Using Internet Explorer, Mozilla Firefox or Google – You must use Adobe Reader or Acrobat to fill out the PDF form otherwise you may run into any number of problems while completing.

Best Option: Open the day care request form from the district webpage and save to your desktop; or, *if an option from your browser*, click the "pdf" button or "open with a different viewer" (select open with Adobe Acrobat) on the right side of address bar when opening the website form. Open form using Adobe Reader only.

Completing Form: Open the day care request form using the above instructions. Once the request form is opened, if you are prompted to open with a different viewer, please select Adobe Reader or Acrobat, and complete the following:

1. Enter the current date
2. Enter the child's legal first name and last name.
3. Enter the home phone number.
4. Enter the name of the school your child attends.
5. Enter the grade your child will be entering in September.
6. Enter the child's date of birth and the child's age.
7. Select the child's gender. You must click appropriate button.
8. Enter the home address including street address, city and zip code.
9. Enter guardian 1 name, relationship to child, cell # and email address.
10. Enter guardian 2 name, relationship to child, cell # and email address.
11. Enter emergency contact information for child including name, phone # and relationship to child.
12. Enter legal name of the childcare provider and their phone number.
13. Enter the childcare provider's address including street address, city and zip code.
14. Enter the first day child will be located at day care / alternate site.
15. Enter days of the week child will be attending provider's site.
16. Select the requested schedule for before school, after school or both before & after school.
17. Electronically sign the form attesting that the information you entered is true, accurate, and complete by typing name on the line provided. Print Name.
18. It is important to SAVE or PRINT a copy of each request when complete.
19. Click the SAVE button to save your child's transportation request to your desktop or selected file location. Next you need to open your email account. Attach the saved transportation request form to an email and submit to the district at transportation@sufferncentral.org.

All alternate site / day care requests must be received by the Suffern CSD by the State mandated April 1st deadline. Requests received after deadline run the risk of not being approved for district transportation.

Alternate Site / Day Care Request Information:
Forms and instructions are available on-line at www.sufferncentral.org.



Suffern Central School District

Transportation Office
45 Mountain Avenue
Hillburn, NY 10931

Phone: 845-357-7783 x11286
Fax: 845-357-3073
E-mail: transportation@sufferncentral.org

2023-2024 REQUEST FOR TRANSPORTATION TO ALTERNATE SITE/ DAY CARE

*Parents who desire alternate site or day care transportation for their child must submit this form by **April 1, 2023**.*

Date _____

In accordance with the laws of the State of New York, I hereby request transportation for my child to an alternate site/ day care during the coming school year.

Child's First Name _____ Child's Last Name: _____ Home Phone# _____
 School Child Attends _____ Grade (in Sept 2023) _____

Date of Birth _____ Age _____ Gender Male ___ Female _____

Home Address _____
(Number, Street and PO Box#, if applicable) (City) (Zip Code)

Parent's Name _____ Cell# _____ Email _____

Parent's Name _____ Cell# _____ Email _____

Emergency Contact _____ Phone# _____ Relationship _____

Child Care Provider's Name _____ Child Care Phone# _____

Child Care Address _____
(Number and Street) (City) (Zip Code)

First Day at Child Care _____ Requested Days of Week at Child Care _____

Schedule: ___ Before School ___ After School ___ Both

By electronically signing my name below, I acknowledge and agree that I am the legal parent/guardian of student identified above. I agree that I will be legally bound, obligated and responsible for this REQUEST FOR TRANSPORTATION TO ALTERNATE SITE / DAY CARE form, as if I had submitted it in hard copy form with my handwritten signature.

Signature _____ Print Name _____
(Parent/Guardian)

Please note:

1. An individual request must be submitted for each child. A **new request** must be submitted for **each year** transportation is desired.
2. This form must be received in the Transportation Office of the Suffern Central School District **by April 1**.
3. If the child is not currently a resident of Suffern Central School District, the form must be received within 30 days of establishing residency.
4. If a Request for Alternate Site/ Day Care Transportation is rejected before **April 1**, any second request must be submitted by **April 1**.
5. Day care transportation can only be provided to licensed day cares within the district or to unlicensed day cares (e.g. neighbors, relatives) within the student's school attendance zone.
6. Families are responsible for transportation whenever their day care is closed and Suffern Central Schools are open.

THIS FORM MUST BE RECEIVED AT THE DISTRICT OFFICE IN HILLBURN BY APRIL 1, 2023

District Bus Pass and Safety Rules:

Bus passes are mailed out for the new school year usually the third week of August. Information includes bus stop location, pick-up and drop-off times, and importation information on bus safety rules. We ask parents to review all bus pass information with your child before the first day of school.

Important Safety Information listed on back of each bus pass:



Suffern Central
SCHOOL DISTRICT
BUS TIPS

BUS SAFETY Starts with You!
The following rules will help riders stay safe each day

1. **Be early!** Arrive around 10 minutes before your scheduled pickup.
2. **Stand back!** Stay in one place and never run to or from the bus.
3. **Don't push or shove** when boarding.
4. When crossing a roadway: **wait for the driver's signal**, cross at least 10 feet in front of the bus.
5. **Always** carry your bus pass.
6. **Be courteous and obey the driver at all times.**
Remember the driver is authorized to assign seats.
7. **Remain seated** while on the bus.
8. **Talk quietly.** Yelling and shouting can distract the driver.
9. **Fighting, profanity and vandalism will not be tolerated.**



Pick up and drop off times are approximate and may be adjusted during the year.

Transportation change requests cannot be accommodated **UNTIL TWO WEEKS AFTER** school begins.

As a driver on the road... REMEMBER



Yellow flashing lights = Slow down!
The bus is about to stop.



Red flashing lights = STOP!
Students are getting on/off the bus.

*District Code of Conduct is available on the district website at <http://www.sufferncentral.org/code-of-conduct/>.

SAMPLE ONLY: Bus Stop Review Form: A child's parent/guardian should submit a bus stop review form when they request a safety review or a bus stop location change. Form should be sent to Suffern Central directly. Upon receipt our office will review and respond to parent/guardian. Please see Appendix E for form.



SUFFERN CENTRAL SCHOOL DISTRICT
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Transportation Office
Telephone: (845) 357-7783 Ext. 11286
Fax: (845) 357-3073
E-mail: transportation@sufferncentral.org

BUS STOP REVIEW FORM

Please check one:

- Safety Review**

- Bus Stop Location Change**

NAME: _____ SCHOOL: _____

ADDRESS: _____

PHONE: _____ BUS NO.: _____

BUS STOP: _____

DESCRIPTION: _____

FAX FORM TO 845-357-3073

Or emailed to transportation@sufferncentral.org

Emergency Bus Pass Procedures:

In an emergency situation, the school may issue an emergency bus pass to a Suffern CSD student to travel home with another district student if there is room on the bus. We do not authorize emergency bus passes for play dates, daycare, study sessions or birthday parties. The school must provide the bus driver with a note or pass showing the date, student name and bus stop location where the driver should expect the student to disembark.

Before issuing an emergency bus pass the principal will need to confirm if there is room on the bus in question and that they have obtained a written request from parent/guardian.

Only Suffern CSD students may ride our school buses.

Example Pass (please see Appendix G for emergency bus pass)

SUFFERN CENTRAL SCHOOL DISTRICT
EMERGENCY BUS PASS

_____ has permission to ride on Bus #: _____
Name

to the bus stop nearest to: _____
Address

on: _____
Date

Signed: _____
School Principal



131-M1 Suffern Emergency Bus Pass 12-17

Student Discipline:

Suspension from transportation:

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

The student's parent will be responsible for seeing to it that his or her child gets to and from school safely when bus privileges are suspended.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal or the Principal's designee to discuss the conduct and the penalty involved.

Transportation Behavioral Consequences:

The School Bus Driver is responsible for ensuring all students adhere to the bus rules. When a student fails to obey a school bus rule after the driver has given a verbal warning, the driver will issue a bus referral to the building principal.

First Bus Referral – Principal should review the rule or rules broken with student and expected bus behavior, and a reminder of the next step in the discipline ladder. The driver or principal may reassign the student to a front seat for closer monitoring.

Second Bus Referral – Principal will meet with student and parents to discuss rule or rules broken, expected behavior and a reminder of the next step in discipline ladder. The principal should assign student to a school detention (lunch, after-school, or in school) and an assigned seat on the school bus.

Third Bus Referral – Same as Second Bus Referral, except the student will be suspended from the bus for a minimum of three (3) days.

Fourth Bus Referral – Same as Third Bus Referral, with an increase in the number of days to a minimum of five (5) days.

Principals must forward a copy of their actions on any bus referrals to the district transportation office.

Student Bus Referral Form (Example Only):

Chestnut Ridge Transportation, Inc.

401 NY-17

Hillburn, New York 10931

Time: _____ Route #: _____

Date: _____ Bus #: _____

Driver / Monitor _____

Student's Name _____

School Building _____

Please indicate the nature of the infraction below

- _____ Refusing to follow driver's instruction
- _____ Talking Back to the driver or otherwise showing lack of respect
- _____ Refusing/Failing to wear mask properly (COVID-19)
- _____ Failing to properly take seat upon boarding the bus
- _____ Occupying an unreasonable amount of seating space
- _____ Failing to remain properly seated while bus is in motion
- _____ Shouting or other loud boisterous behavior
- _____ Harassing/teasing/taunting other children
- _____ Inappropriate or abusive language: profanity or obscene talk
- _____ Engaging in horseplay
- _____ Fighting or wrestling
- _____ Putting arm, head or item out of the bus windows
- _____ Inappropriate display of affection
- _____ Eating or drinking on the bus
- _____ Lighting matches or smoking on the bus
- _____ Throwing objects about the bus or at the bus
- _____ Littering or soiling on the bus
- _____ Damaging seats, glass or other parts of the vehicle
- _____ Unsafe behavior when loading/unloading at the bus stop
- _____ Using improper bus or bus stop
- _____ Other, please describe: _____
- _____
- _____
- _____
- _____

Suffern Central School District
45 Mountain Ave.
Hillburn, New York 10931

August 20XX

TO: Private/Parochial School Principals
FROM: Transportation Department
RE: Bus Safety Drills



Attached is a bus safety drill tips sheet and form to be used to report the completion of drills. Please be aware of the time periods during which these drills should be carried out. Completed sheets should be mailed to me at the Hillburn address.

New York State Commissioner of Education Regulations require that “the drills on school buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall include specific instructions for pupils to advance to a point in front of the bus at which they can have eye contact with the bus driver before crossing the highway after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education. Such instruction and the conduct of the drills shall be given by a member or members of the teaching or pupil transportation staff. Pupils attending public and nonpublic schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.” **Bus safety drills should not simply be timed bus evacuations.**

Also, please warn the students of the danger of drawstrings and straps snagging in the bus doorway and/or handrail during each of the three bus safety drills. Thank you for assistance in complying with this regulation. If you have any questions, please feel free to call me (845) 357-7783, ext. 11286.

SAMPLE FORM ONLY (please see Appendix F for form)

**Suffern Central School District
45 Mountain Ave.
Hillburn, New York 10931**

*New York State Commissioner of Education Regulations require that “the drills on school buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall include specific instructions for pupils to advance to a point in front of the bus at which they can have eye contact with the bus driver before crossing the highway after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education. Such instruction and the conduct of the drills shall be given by a member or members of the teaching or pupil transportation staff. Pupils attending public and nonpublic schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.” **Bus safety drills should not simply be timed bus evacuations.***

First bus safety drill (MUST BE COMPLETED DURING THE FIRST FIVE DAYS OF SCHOOL IN SEPTEMBER): The first required bus safety drills were completed at _____
School on _____ (date). The content of the drills was in accordance with New York State Education Department procedures.

Principal’s Signature

**Suffern Central School District
45 Mountain Ave.
Hillburn, New York 10931**

Second bus safety drill (MUST BE COMPLETED BETWEEN NOVEMBER 1 AND DECEMBER 31)
The second required bus safety drills were completed at _____
School on _____ (date). The content of the drills was in accordance with New York State Education Department procedures.

Principal’s Signature

**Suffern Central School District
45 Mountain Ave.
Hillburn, New York 10931**

Third bus safety drill (MUST BE COMPLETED BETWEEN MARCH 1 AND APRIL 30)
The third required bus safety drills were completed at _____
School on _____ (date). The content of the drills was in accordance with New York State Education Department procedures.

Principal’s Signature



SUFFERN CENTRAL SCHOOL DISTRICT

SCHOOL BUS ACCIDENT OR INCIDENT PROCEDURES

In the event of an emergency (bus accident, breakdown, etc.), the following steps should be taken to insure that the proper persons are notified in a timely manner. This procedure is an outline to follow in the event of a bus accident/breakdown/incident. The primary purpose of this document is to ensure the safety and welfare of the students utilizing district transportation. As with other procedures, this document can in no way cover all contingencies; therefore, when a situation not covered in this procedure occurs, sound judgment must be exercised by all parties concerned. In no case should this document be interpreted in a manner that would negate sound judgment.

- A. Superintendent, Assistant Superintendent or Transportation Coordinator is notified of incident/accident involving a district school bus immediately after the incident/accident occurs.
- B. The transportation Coordinator will notify the private/parochial school and speak to Principal /secretary / nurse – relaying information from Chestnut Ridge Transportation.
 1. If the Principal or an Assistant Principal is not able to go to the scene of the incident/accident, then the Assistant Superintendent for Business will designate someone to do so.
 2. The private/parochial school will notify parents/guardians of the incident.
 3. A spare vehicle will be dispatched to accident scene.

Bus Accident / Incident Response Guidelines:

- **IF NO INJURIES** – as appropriate, the principal or designee will go to scene of the accident/incident.

Minor incident with no damage / damage to vehicle and no reported injuries. Private/parochial school principal or designee will go to the scene of the accident/incident.

- a. Private/parochial school personnel will notify parents of the accident/incident and to expect students to be delayed. Message to families should include the following information:
 1. No injuries are report
 2. Bus # and location of accident. (Note: It is recommended that parents do not pick up their children at the accident/incident scene.)
 3. Expected delay time
 4. Monitor any health concerns
 - i. If students are being transported home ask parents to monitor student(s) and to have follow-up medical care for any health related concerns.
 - ii. If students are being transported to school let parents know that the school nurse will evaluate students and contact them with any health related concerns.
- b. The responding police agency will take charge of the scene upon their arrival. A school representative will provide the investigating officer and EMS with a printout of the names of

students assigned to the bus (2 copies needed). The school representative will check the list on-scene and verify the actual occupants of the involved bus.

- c. The principal may have the school nurse participate in the examining of students.
- d. The school district will transport the children to school or home depending on the time of day. A spare bus will be dispatched to the accident scene by the bus company.

- **IF INJURIES OR SUSPECTED INJURIES –**

Accident with damage to vehicle and reported injuries. The transportation supervisor will ask principal, nurse or designee to meet ambulance at nearest hospital or at the scene of the accident/incident.

- a. At the discretion of the private/parochial school principal or designee, parents or individuals in parental relationship to students aboard the bus at the time of the accident will be notified. Message to families should include the following information:
 - 1. Bus # and location of accident. (Note: It is recommended that parents do not pick up their children at the accident/incident scene.)
 - 2. Our initial report is there are possibly some injuries – provide parents with only information received from Suffern Central designee.
 - 3. School or district personnel are on the way, along with a Chestnut Ridge Safety officer and the Police.
 - 4. Additional information will be reported when available.
 - 5. Monitor any health concerns.
 - i. If students are being transported home ask parents to monitor student(s) and to have follow-up medical care for any health related concerns.
 - ii. If students are being transported to school let parents know that the school will have students evaluated and they will be contacted with any health related concerns.
- b. A school representative will provide the police officer and EMS with printouts of the names of students assigned to the bus (2 copies needed). The school representative will check the list on-scene and verify the actual occupants of the involved bus.
- c. All injured and potentially injured students (as determined by EMS personnel) will be transported to area hospitals. The number of ambulances utilized and hospital destinations will be determined by the on-scene emergency services personnel. The responsibility for the determination of injuries and potential injuries for any student involved in the accident rests with the highest appropriately trained on-scene EMS personnel.
- d. Anyone not requiring an ambulance (as determined by EMS personnel) will be transported by the school district as needed to either their school of attendance, central location or home.
- e. If the children aboard the bus involved in the accident are transported to school or central location, the Principal or designee will meet the bus and escort all students to a designated area in the school or a central meeting place. At the discretion of the Principal or designee, these students will be interviewed regarding the accident and any injuries they may have sustained as a result of the accident. The Principal or designee may have the school nurse participate in examining of students.

IF ONE OR MORE OF YOUR STUDENTS IS INVOLVED IN A SCHOOL BUS ACCIDENT, PARENTS/GUARDIANS WILL RECEIVE A LETTER SIMILAR TO THE ONE LISTED BELOW FROM OUR TRANSPORTATION CONTRACTOR:

Parent or Guardian
Student's Home Address
Town, State Zip

Re: **School Bus Incident**

Dear Parent or Guardian:

If your child was transported by ambulance, received medical attention or treatment because of a recent school bus incident or accident, you need to **protect your rights** under the New York no-fault law.

The law requires that you file a claim through **your family auto policy** and not with the school district or any school bus transportation contractor hired by the district. (See note below) The law requires “any resident relative” of the injured person (parents, guardians, grandparents, siblings) who resides in the same household as the injured party to file claims under their automobile policies.

The no-fault law only allows you to present your claim for a limited period, currently **30 days from the date of the accident**. It is important to protect your rights and you may want to **notify your insurance company or agent in writing** as soon as possible that a claim may be forthcoming. If no resident relative of the student living in your household has an automobile insurance policy, you should notify the district immediately. Also, medical claims must be submitted to this automobile insurance company within 45 days of service.

File your insurance company notice **immediately**, even if you have not yet received a bill from a medical provider such as an ambulance company, hospital or doctor. If you have additional questions regarding this notice, please call your family insurance agent or company.

Sincerely,

Name & Title

Appendix: District Forms

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SUFFERN CENTRAL SCHOOL DISTRICT
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Transportation Office
Telephone: (845) 357-7783 Ext. 11286
Fax: (845) 357-3073
E-mail: transportation@sufferncentral.org

Registration of a New Private/Parochial School

Dear Private/Parochial School Principal:

Please complete the following and include additional information that will assist our district in providing transportation to and from your school. Also, we ask that you include a copy of your Certificate of Occupancy and your Fire Safety Certificate. Once complete, you may email or fax using above contact information.

Legal Name of School: _____

NYS BEDS #: _____

Attending Grade Levels: _____

Arrival Time: _____ Dismissal Time: _____

Street Address: _____

Mailing Address (if different from above): _____

City, State and Zip code: _____

Telephone #: _____ Fax #: _____

Emergency Contact: _____

Emergency Contact's Telephone# _____

Emergency Contact's Email: _____

Additional Information: _____

Each private school receiving district transportation must complete three bus safety drills annually and file proof with the district.

Transportation to and from your school will not be scheduled until our office has received your school days opened and closed information. Send a copy to our office and Chestnut Ridge Transportation (845-357-0904, fax 845-369-3546).



SUFFERN CENTRAL SCHOOL DISTRICT
 45 MOUNTAIN AVENUE
 HILLBURN, NEW YORK 10931

Transportation Office
 Telephone: (845) 357-7783 Ext. 11289
 Fax: (845) 357-3073
 E-mail: transportation@sufferncentral.org

RE: Private/Parochial School Information Update

Dear Private/Parochial School Principal:

Please complete the following information. Any new information should be noted in the additional information section. For a change of address, please include a copy of your Certificate of Occupancy and your Fire Safety Certificate. Once complete, you may email or fax to my attention.

Name of School: _____

BEDS # (Required): _____

Street Address: _____

Mailing Address (if different from above): _____

City, State and Zip Code: _____

Telephone #: _____ Fax #: _____

Attending Grade Levels: _____

Arrival Time: _____ Dismissal Time: _____

Contact: _____

Contact Email: _____

Additional Information: _____

Transportation to and from your school will not be scheduled until our office has received your information on days opened and closed. Send a copy to our office and Chestnut Ridge Transportation (845-357-0904, fax 845-369-3546).

Thank you for your cooperation,

Transportation Department



Suffern Central School District

Transportation Office
45 Mountain Avenue
Hillburn, NY 10931

Phone: 845-357-7783 x11286
Fax: 845-357-3073
E-mail: transportation@sufferncentral.org

2023-2024 REQUEST FOR TRANSPORTATION TO ALTERNATE SITE/ DAY CARE

*Parents who desire alternate site or day care transportation for their child must submit this form by **April 1, 2023**.*

Date _____

In accordance with the laws of the State of New York, I hereby request transportation for my child to an alternate site/ day care during the coming school year.

Child's First Name _____ Child's Last Name: _____ Home Phone# _____
 School Child Attends _____ Grade (in Sept 2023) _____

Date of Birth _____ Age _____ Gender Male _____ Female _____

Home Address _____
(Number, Street and PO Box#, if applicable) (City) (Zip Code)

Parent's Name _____ Cell# _____ Email _____

Parent's Name _____ Cell# _____ Email _____

Emergency Contact _____ Phone# _____ Relationship _____

Child Care Provider's Name _____ Child Care Phone# _____

Child Care Address _____
(Number and Street) (City) (Zip Code)

First Day at Child Care _____ Requested Days of Week at Child Care _____

Schedule: _____ Before School _____ After School _____ Both

By electronically signing my name below, I acknowledge and agree that I am the legal parent/guardian of student identified above. I agree that I will be legally bound, obligated and responsible for this REQUEST FOR TRANSPORTATION TO ALTERNATE SITE / DAY CARE form, as if I had submitted it in hard copy form with my handwritten signature.

Signature _____ Print Name _____
(Parent/Guardian)

Please note:

1. An individual request must be submitted for each child. A **new request** must be submitted for **each year** transportation is desired.
2. This form must be received in the Transportation Office of the Suffern Central School District **by April 1**.
3. If the child is not currently a resident of Suffern Central School District, the form must be received within 30 days of establishing residency.
4. If a Request for Alternate Site/ Day Care Transportation is rejected before **April 1**, any second request must be submitted by **April 1**.
5. Day care transportation can only be provided to licensed day cares within the district or to unlicensed day cares (e.g. neighbors, relatives) within the student's school attendance zone.
6. Families are responsible for transportation whenever their day care is closed and Suffern Central Schools are open.

THIS FORM MUST BE RECEIVED AT THE DISTRICT OFFICE IN HILLBURN BY APRIL 1, 2023



Suffern Central School District

Transportation Office
 45 Mountain Avenue
 Hillburn, NY 10931
transportation@sufferncentral.org
 845-357-7783 x11286 fax 845-357-3073

SY 2023-2024
NY State Deadline:
April 1, 2023

REQUEST FOR TRANSPORTATION TO PRIVATE/PAROCHIAL SCHOOL

TRANSPORTATION REQUEST DEADLINE: Parents who desire transportation to private/parochial school next year, **2023 – 24** must submit this form by **April 1, 2023**

Date _____

In accordance with the laws of the State of New York, I hereby request transportation for my child to a private school during the coming school year.

Child's First Name _____ Last Name _____

Date of Birth _____ Age _____ Gender: Male Female Home Phone # _____

Home Address _____
(Number and Street) (City) (Zip Code)

Mailing Address (if different) _____

Mother's Name _____ Cell # _____ Email _____

Father's Name _____ Cell # _____ Email _____

Emergency Contact _____ Phone # _____ Relationship _____

Private School To Be Attended _____ School's Phone # _____

Private School Address _____

Grade Child Will Be Entering _____ First Day of School _____

Does the child currently ride a Suffern CSD bus: Yes No

By electronically signing my name below, I acknowledge and agree that I am the legal parent/guardian of student identified above. I agree that I will be legally bound, obligated and responsible for this REQUEST FOR TRANSPORTATION TO PRIVATE/PAROCHIAL SCHOOL form, as if I had submitted it in hard copy form with my handwritten signature.

Signature _____ Printed Name _____
(Parent/Guardian)

- Please note:**
1. An individual request must be submitted for **each** child - each year transportation is desired. All information requested must be included.
 2. Children not 5 years of age by December 1 are **not** entitled to transportation during that school year.
 3. **This form must be received in the Transportation Office of the Suffern Central School District by April 1, or transportation privileges may be jeopardized for the entire school year.**
 4. New residents must submit their request(s) within 30 days of moving into the district, provide proof of residency and a copy of child's original birth certificate.
 5. New enrollee (including siblings or Kindergarteners) requests must include a copy of child's birth certificate.
 6. **If a Request for Private School Transportation is rejected before April 1, any second request must be submitted by April 1.**

THIS FORM MUST BE RECEIVED AT THE DISTRICT OFFICE IN HILLBURN BY APRIL 1, 2023



SUFFERN CENTRAL SCHOOL DISTRICT
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Transportation Office
Telephone: (845) 357-7783 Ext. 11286
Fax: (845) 357-3073
E-mail: transportation@sufferncentral.org

BUS STOP REVIEW FORM

Please check one:

- Safety Review**
- Bus Stop Location Change**

NAME: _____ SCHOOL: _____

ADDRESS: _____

PHONE: _____ BUS NO.: _____

BUS STOP: _____

DESCRIPTION: _____

FAX FORM TO 845-357-3073

Or emailed to transportation@sufferncentral.org

Suffern Central School District

45 Mountain Ave.
Hillburn, New York 10931

*New York State Commissioner of Education Regulations require that “the drills on school buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. Drills shall also include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Each drill shall include specific instructions for pupils to advance to a point in front of the bus at which they can have eye contact with the bus driver before crossing the highway after disembarking. Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to, poor driver visibility, reduced vehicular control, and reduced hearing. All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline rules and regulations promulgated by each board of education. Such instruction and the conduct of the drills shall be given by a member or members of the teaching or pupil transportation staff. Pupils attending public and nonpublic schools who do not participate in the drills held pursuant to this paragraph shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.” **Bus safety drills should not simply be timed bus evacuations.***

First bus safety drill (MUST BE COMPLETED DURING THE FIRST FIVE DAYS OF SCHOOL IN SEPTEMBER): The first required bus safety drills were completed at _____ School on _____ (date). The content of the drills was in accordance with New York State Education Department procedures.

Principal’s Signature

Suffern Central School District
45 Mountain Ave.
Hillburn, New York 10931

Second bus safety drill (MUST BE COMPLETED BETWEEN NOVEMBER 1 AND DECEMBER 31)
The second required bus safety drills were completed at _____ School on _____ (date). The content of the drills was in accordance with New York State Education Department procedures.

Principal’s Signature

Suffern Central School District
45 Mountain Ave.
Hillburn, New York 10931

Third bus safety drill (MUST BE COMPLETED BETWEEN MARCH 1 AND APRIL 30)
The third required bus safety drills were completed at _____ School on _____ (date). The content of the drills was in accordance with New York State Education Department procedures.

Principal’s Signature

SUFFERN CENTRAL SCHOOL DISTRICT

EMERGENCY BUS PASS

_____ has permission to ride on Bus #: _____

Name

to the bus stop nearest to: _____

Address

on: _____

Date

Signed: _____

School Principal



131641 Suffern Emergency Bus Pass 12-17

For More Information:

For additional information concerning Transportation for Students Enrolled in Nonpublic Schools, see New York State's transportation handbook at:
<http://www.p12.nysed.gov/nonpub/handbookonservices/transportation.html>