

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

OFFICE OF THE TRANSPORTATION DEPARTMENT

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Superintendent of Schools

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*School Business
Administrator/Board Secretary*

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Transportation Coordinator

Bus Stop Procedures

- Bus stops are designed and assigned by the Transportation Department in accordance with the Department of Education guidelines and Matawan – Aberdeen Regional School District Board Policy 8600.
- Grades K-3. All students must be accompanied to their designated bus stop by an adult (18 years of age or older) as well as be met at the bus stop after dismissal by authorized contact person via Parent Portal. The adult must be at the curb near the door of the school bus. If there is not an authorized adult to meet the student after dismissal the student will be returned to the school. The bus will not make a second attempt to drop off the student. The parent/guardian will be responsible to pick up the student from school.
- Grades 4 & 5. All students must have a release form on file if the student is not going to be met by an authorized adult at the stop. This form is available on the website in the link located under the under 2018-2019. Busing Forms and Policies, K-12 heading. If there is no release form on file at Transportation then they must be met at the bus stop by an authorized adult. The adult must be at the curb near the door of the school bus. If there is no adult to meet the student after dismissal the student will be returned to the Lloyd Road School. The bus will not make a second attempt to drop off the Student. The Parent/Guardian will be responsible to pick up the student from school.
- Important notice. Transportation privileges will only be afforded to students who are in possession of a valid bus pass issued by the Transportation Department. Those students not in possession of a valid bus pass will not be permitted to board the school bus in the AM or PM. Lost bus passes must be reported to the Transportation Department and a duplicate pass will only be issued upon written request to the Transportation Coordinator.

Alternate School bus stops and buses

- To insure the safety of all students, they will ONLY be picked up and dropped off at their assigned bus stops. If you require an alternate bus stop you must fill out the “alternate bus stop” form and send it to your child’s school of attendance. They will forward it to the Transportation Department. To obtain this form go the link under the 2019-2020 Busing Forms and Policies, K-12 heading. Remember, by law, a driver cannot drop off a student at any other stop than their assigned one or an authorized alternate one.
- Students are NOT permitted to ride any bus other than their assigned one. Please do not have them board any other bus to go to friend’s house or alternate bus stop. This is for the safety of the students. We are unable to keep track of a student who is not on their assigned bus. If a student were to go missing for some reason we would have no way of helping the proper authorities in locating them. This is the most frightening scenario for any parent, student or school district.
- Please do not ask a “favor” of any driver to make alternate arrangements for your student with following the proper procedures. This will leave them open to both legal issues as well as possible loss of employment.
- Important Notice. Please note not all requests can be granted. This is a courtesy service provided only if there is currently a seat available and the existing bus route travels past the stop requested.
- **Y-Time** students are those students that are eligible for busing, and must be registered through YMCA 732-566-9266 students will need to attend Y-Time a consecutive 5 days a week at the school of attendance. MAMS Y-Time students will be transported to Lloyd Road Y-Time unless Lloyd Road is on a half day.