

## IMPORTANT TRANSPORTATION INFORMATION

**\*\* Before your child rides the bus, please review the crucial **School Bus Safety Rules** (on next page) with him/her. Infractions may be subject to disciplinary action by school administrators. \*\***

- **Students should be at the bus stop 5 minutes earlier than the scheduled AM pick-up time.** Please note that buses are permitted to leave within that 5-minute window.
- Please check the transportation portal frequently during the first few weeks of school since time adjustments may need to be made to allow for students being added to or removed from your route.
- Students need to get used to their bus routine, so there could be delays of up to 10-30 minutes in bus arrivals during the first week or so of school.
- Afternoon arrival times are approximate and can vary day to day based on school dismissal procedures and/or traffic conditions.

### WHO TO CONTACT:

- For **lost belongings or questions related to a specific bus that may be late**, call the appropriate dispatch office:
  - **Royal Coach** (AR & Q buses): **914-365-1888** (6:30 AM – 6:00 PM)
  - **Ardasley UFSD minivans**: **914-295-5544** (7:00 AM – 4:00 PM)
- For **routing questions or concerns**, e-mail Jack Coxen, Transportation Supervisor, at [jcoxen@ardsleyschools.org](mailto:jcoxen@ardsleyschools.org) or Kristine Kallesten, Transportation Assistant Supervisor at [kkallesten@ardsleyschools.org](mailto:kkallesten@ardsleyschools.org). *Route changes will be considered only after the first few weeks of school.*
- For **general transportation questions or assistance**, contact the transportation department at 914-295-5544 or e-mail [transportation@ardsleyschools.org](mailto:transportation@ardsleyschools.org)

***For your convenience, this and additional information may be found on the transportation page of the Ardsley UFSD website.***

## **SCHOOL BUS SAFETY RULES**

**PARENTS/GUARDIANS:** Please review these rules thoroughly with your child. They are important to the safety and comfort of the students, as well as the bus drivers/monitors and other motorists. ***Infractions may be subject to disciplinary action by the school administrator.***

**Note:** In order to ensure your child's safety, in addition to the training that our bus drivers and monitors receive, we employ surveillance cameras to document and address any unsafe activities on our buses.

### **STUDENTS SHOULD:**

- **Arrive at the bus stop five (5) minutes before the scheduled morning pick-up time.**
  - Ride **ONLY** on their assigned bus, and board and exit only at their assigned stop.
  - Board the bus in single file, go immediately to a seat, and put on a seat belt.  
**STUDENTS ARE ENCOURAGED TO WEAR SEAT BELTS.**
  - Remain seated at all times when the bus is in motion, and only leave their seat after the bus is stopped at the school or bus stop.
  - At a designated stop, cross the street at least fifteen (15) feet in front of the bus under the direction of the monitor or driver. **Never cross behind the bus.**
  - Obey driver/monitor instructions. In case of emergency, carefully follow all directions given by the driver/monitor.
- **Students should always use extreme caution when getting on or off the bus. Other motorists may be negligent and not stop, as the law requires, for a school bus that is picking up or discharging students.**

### **Students Should NOT:**

- Throw items out of the windows or doors, or extend any part of the body out of the window.
- Reserve or save seats.
- Eat or drink on the school bus.
- Stand on seats or sit on top of the back of the seat.
- Bring any guest on the bus.
- Bring pets on the bus.
- Bring pointed objects or weapons of any kind on the bus.
- Bring items that will not fit on their lap or under their seat.
- Push, shove, or fight on the bus or at the bus stop.
- Shout or use vile abusive language.
- Take possessions belonging to others.
- Vandalize the school bus or damage property at school bus stops.

### **Parents/Guardians Should:**

- Help to ensure that students are at the bus stop five (5) minutes before scheduled morning pick-ups.
- Not board the bus.
- Check their child's clothing/backpacks to avoid long or dangling drawstrings, straps, scarves, etc. These items could get caught on the bus handrail or door and create a hazard.
- Report any unsafe operation of a school bus to the Ardsley UFSD transportation office.