

Churchville-Chili Central School District Transportation



Parent Handbook



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

Dear Parents,

The Churchville-Chili Transportation Department is pleased to provide you with information about student transportation in the Churchville-Chili Central School District. School bus transportation is provided to students in the Churchville-Chili district who attend both public and non-public schools. The district transports in excess of 4000 students approximately 7,000 miles daily to over 65 schools and programs.

Our school buses travel over 1,300,000 miles every year. Student safety and welfare is our primary consideration in the implementation of transportation policies and procedures. When establishing school bus routes we consider safety, economy of operation, compliance with school time schedules, and New York State Education Department regulations.

We look forward to serving you and your children. Our team is dedicated to the safe transportation of all of our students to and from school on a daily basis. Should you need to contact us about anything feel free to stop by the office at 3461 Westside Drive, call us at (585)293-4544 or email us at CCTransportation@cccsd.org.

Todd Shero

Director of Transportation

Daily School Times

School (Grade)	Start	End
Churchville-Chili High School (10 – 12)	7:15	1:50
Ninth Grade Academy (9)	7:15	1:50
Churchville-Chili Middle School (5 – 8)	8:05	2:40
Chestnut Ridge Elementary (K – 4)	9:15	3:25
Churchville Elementary (K – 4)	9:15	3:25
Fairbanks Road Elementary (K – 4)	9:15	3:25

Churchville's Transportation Office

The Transportation Department consists of a Dispatch Office staffed by three head bus drivers and the main office staffed by one secretary. They are responsible for orchestrating the daily operation of the district's buses and driving staff, routes and stop changes. Contact this office to deliver messages to your child's bus driver, report your student not needing the bus, make inquiries about your child's bus arrival time, report that your child missed his/her bus or to check on lost and found items.

Office hours are 6:00 A.M. to 5:00 P.M. The phone number is 585-293-4544. The e-mail is CCTransportation@cccsd.org.

Administration

The Churchville-Chili Transportation Department is headed by the Director of Transportation. The phone number to reach the Director is: **585-293-4544**.

Transportation Facility and Staff

The district operates a variety of buses; including full size buses (66 passenger), half buses (30 passenger), and wheel chair accessible buses. The facility operates a full service vehicle maintenance operation and has eight maintenance bays, a bus wash that recycles water and a fuel island that dispenses both gasoline and diesel fuel. The bus maintenance operation is headed by a head mechanic and staffed by six technicians. Buses are inspected before and after the morning, midday and afternoon runs by their driver. They look for damage, leaks, and unsafe conditions. They also check the lights and brakes, as well as the interior for sleeping children.

District mechanics inspect the buses every 1,500 miles or 30 days, whichever comes first. NYS Department of Transportation inspectors check all buses

before they are put into service for the first time and then every six months thereafter.

School bus drivers and school bus attendants diligently work to safely deliver the students attending schools and programs both in and out of district. Federal, state, and local regulations establish the qualifications for school bus drivers and attendants. Each driver must meet the following requirements:

- Be at least 21 years of age.
- Pass the annual 19-A physical exam.
- Pass the biennial written test, road test and physical performance test.
- Have a valid CDL license with the required endorsements.
- Be of good moral character.
- Pass any Random Drug & Alcohol testing.
- Successfully complete a 30 hour NYSED training course within their first year of employment (monitors and attendants are required to complete a 10 hour course within the same timeframe).

All driver and attendant applicants must submit to an FBI and NYS Department of Criminal Justice Services fingerprint records check. Each applicant accepted for training receives on the bus training as well as classroom training. The amount of training depends on the experience and knowledge the applicant has. All district drivers and attendants must attend a minimum of 4 hours of refresher training each school year with additional training provided on an as needed basis.

Eligibility for Transportation

Transportation is provided for only those students whose legal residence is within the Churchville-Chili Central School District. Eligibility is based solely on this legal requirement. The district will provide each eligible student one round trip daily from a designated bus stop to school and back. If you have any questions regarding your address and the district boundaries, please call. It is the policy of the Churchville-Chili School District to provide transportation for all children in grades K - 12 to and from their school.

If this is the first year Churchville-Chili is providing transportation for your child, you must contact our Registrar's Office at 293-1800 ext. 2041 to register with our district.

Charter/Private/Parochial Schools Transportation

State Education Law requires submitting an application for transportation to any Charter, Private and Parochial schools **by April 1st each year** in order to provide transportation the following September. This form must be filed by the parent or guardian with the Transportation Department. Please submit an application whether acceptance by Charter, Private or Parochial school is certain or not. A separate application is required for each individual non-public school requiring transportation by a family.

- NYSED has established a limit of 15 miles (measured from the student's home to the Charter, Private or Parochial school) for out of district transportation. Transportation in excess of 15 miles to any Charter, Private, or Parochial school will not be provided unless the district is already providing transportation to another student who lives within the 15 mile limit to that school.
- The parent or guardian of a child not residing in Churchville-Chili Central School District on or before April 1 must file this request for transportation to non-public schools within 30 days of establishing residence.
- Applications **received after April 1 or more than 30 days after establishing residence within the district** will be considered late. Late requests will be reviewed and approval will depend on the availability of personnel and equipment to accommodate the request.
- Please mail/fax/email completed applications to:

**Churchville-Chili Central School District
Transportation Department
139 Fairbanks Rd.
Churchville, NY 14428**

585-293-4514

CCTransportation@cccsd.org

- Transportation to charter, private, and parochial schools will be subject to the Churchville-Chili Central School District calendar.
- The district will **NOT** transport to non-public schools on days that Churchville-Chili schools are not in session.
- Transportation will **NOT** be provided for early dismissals, parents/guardians must provide their own transportation on these days.
- Mid-day transportation will **NOT** be provided for January exams.
- Morning and afternoon transportation will be provided for June exams; however, mid-day transportation will be provided from school to home only.

Child Care Transportation

You do not need to contact us if your children are being picked up and dropped off from their own home. Before school begins, your children will receive a letter with bus information. Each letter will indicate a place for and an approximate time of pick-up and drop off.

In order for us to transport your child (K – 8) to a daycare, a ‘Transportation to Childcare Form’ must be submitted **BEFORE APRIL 1st prior to the start of the school year**. This form can be found on the district web site, www.cccsd.org, then go to ‘Departments’ and then ‘Transportation.’ This form can also be picked up at any district school.

According to state law and to district policy, childcare locations must be located within the same school attendance boundary as the student’s home school, unless the sitter is licensed by the state of New York. In the latter case, the child care location must be located within the school district boundaries.

In the interest of your child’s safety, it is very important that sitter arrangements be consistent and simple. The district will require the schedule be the same from week to week. **Varying schedules cannot be accommodated**. The ideal schedule to monitor is one where the student goes to and from the same place every day. If you have any questions about transportation, please feel free to call 293-4544.

Transportation Request for Injured Students

- Students needing the assistance of crutches to ambulate will be required to provide a doctor's note indicating they are capable of climbing the bus stairs with the crutches.
- Students requiring the use of a wheelchair need to provide a wheelchair that meets the criteria for school bus transportation. A doctor's note with an approximate end date for this special transportation is also required. Please contact the Director of Transportation for information at 293-4544.

Out of District Riders/Unauthorized Persons on Bus

Out of district students are not allowed on Churchville-Chili buses. Guest riders are not covered by insurance and not allowed on the bus. Parents will be required to transport for play dates, homework projects, etc. If there is an emergency, the guest's home district can request cooperative transportation for a specific period of time. This request will be considered as long as there is no cost to the Churchville-Chili School District. If the request is granted, Transportation Department staff will ensure that the appropriate bus driver(s) are notified.

An unauthorized person is anyone that is not on the student list for that bus or school district employee. This includes parents and other relatives of students on the bus.

This is for the safety of all of the students on that bus. Unauthorized persons are **only** allowed on the bus when the driver has invited them to board for a specific reason. Unauthorized boarding of a bus could result in the dispatcher calling for school security or law enforcement to assist the driver and ensure the safety of the students on board.

Bus Stops

The district does not provide door-to-door transportation service directly to and from the home of each student. Students may be required to walk 3 to 5 houses to a pick-up point. Pick-up and drop-off points are established annually for each bus route. The district will provide each eligible student one round trip daily from a designated bus stop to school and back. The distance between stops will be established and evaluated with regards to student safety.

Bus stops will be determined by the Transportation Director in accordance with the following guidelines:

- **Centralized pickup points will be used in apartment complexes and housing tracts where possible.**
- **School bus stops shall be located in accordance with established NYSED regulations for placing school bus stops.**
- **Shuttle buses will be used where practical.**

Buses will travel on private roads only when they are maintained by the towns or the owners have met specific conditions as set by the district. Special consideration may be given with regard to transportation services when streets are under construction or there are other extenuating circumstances. If your child's bus absolutely cannot get through your street, for any reason, the transportation department may call your home to arrange for you to drop-off or pick-up your child at a safe alternative location. If such an arrangement cannot be made in the afternoon, your child will be returned to school to await parent pick-up.

Drop-off locations will mirror pick-up points whenever possible. Some designated bus stops may not be visible from every household; therefore we recommend that students be escorted to and from the bus stop. NYSED is specific that parents are responsible for assisting children to get to the stop and home from the stop. The district is not required to provide a protected corridor from students' homes to the bus stop any more than it is to provide that service for students who do not ride buses and must travel from home to school.

Requests to change the location of a student's pick-up or drop-off point must be submitted in writing by the parent or guardian to the Director of Transportation for consideration. When a request for a bus stop change is received by the Transportation Department it will be investigated and the parent will receive a call back with an answer. This review of the request could take up to two (2) weeks, depending upon the time of year and amount of requests, to ensure that the stop in question conforms to district transportation policies, NYSED Regulations and the district objective of providing safe and efficient school transportation.

Student behavior at bus stops is the responsibility of the parents. Students should line up in single file when they see the bus approaching and should not start forward until the bus has come to a complete stop and the driver has opened the door and given the signal to cross.

Pick-up/Drop-off Times

With the aid of a computerized routing program, your child will be assigned an approximate pick-up and drop-off time. Please understand that these estimated times are generated to aid students, parents and bus drivers in starting the new school year. Actual route times will be established throughout the first several weeks of school, after which time schedule variances will continue as a result of routing adjustments, weather, traffic and other unforeseen variables.

For the safety of your child, we ask that your child be at their assigned bus stop five minutes prior to pick-up time and that you be home ten minutes prior to the drop-off time to meet your child.

District K-8 Half days at the end of the school year

As per the dates specified on your school calendar, your child's school may have half days at the end of the school year. These half-day dismissals present a challenge for both parents and transportation personnel. On the half-days, your child's bus driver may be someone other than your regular driver. Accordingly, it is our recommendation that parents plan to be home at the time that their child's school dismisses. This will help ensure that your child is not left unattended at home.

Half-day dismissal times:

Grades 5 - 8: 11:00 A.M.

Grades K - 4: 11:40 A.M.

Late Buses, Field Trips, Sports Trips

The Churchville-Chili Central School District provides late bus service Monday through Wednesday starting with the 1st full day of school and ending with the last full day of school.

Daily late buses are scheduled to depart:

- **Churchville-Chili High School at 3:30 PM**
- **Churchville-Chili Middle School at 4:00 PM**
- **All Elementary Schools at 4:30 PM (when scheduled)**

The late bus service is available for **Middle/High school** students requiring academic assistance or who are staying after for a specific club or program. Passes are required from school staff to gain access to the late bus.

Elementary students participating in any club, school activity or academic assistance may use the late bus when it has been arranged by the school.

9th - 12th Students staying after for academic assistance may gain access to their regular Middle School run using a special pink pass given them by their teacher.

The late bus routes vary significantly each day and do not provide service equal to that of the student's regular bus run. Busing is provided for educational field trips and sports trips as requested and approved by individual school principals or the athletic director.

When is a Student NOT Dropped Off

It is the practice in the Churchville-Chili Central School District for the bus staff to make sure that all students in grades K – 4 get safely into their home. This may not be possible at some of the centralized pick-up/drop-off points in apartment complexes so parents are encouraged to meet their children in those cases. Whenever the bus staff senses that it may not be in the best interest of a child to be left at a stop, the child will be kept on board the bus and the dispatch office notified. The dispatcher will attempt to contact the parent/guardian and will notify the school office that the child has been kept on the bus and will be returned to school.

Examples of such circumstances include:

- **The lack of adult presence at the bus stop when that presence is the normal circumstance.**
- **The home is locked and the student is unable to gain access.**
- **The presence of an unknown or suspicious adult at the bus stop.**
- **Any other condition which the driver deems to be potentially hazardous.**

Student Absence

Parents or guardians of students in the following three categories should **always** report student absences to the Transportation Office at 293-4544, prior to pick-up time:

- **Students that reside in remote locations**
- **Students attending private or parochial schools**
- **Any student anticipating an extended absence**

When reporting a student absence to the Transportation Office, please be prepared to give your child's bus number. As an alternative to reporting student absences to the Transportation Department, you may choose to arrange a signal with your child's bus driver, (e.g., porch light on/off, garage door open/closed, etc.).

Student Injury

In many cases when a student is injured, the driver has not been informed and finds out from the office when they return. Please instruct your child to report any injury to the bus driver at the time of the incident. If your child is unable to discuss the incident with the driver, please contact the Transportation Office at 293-4544. Upon return, the bus driver will file an incident report. The Transportation Office will then follow up on the incident report with parents, school nurse, and any other involved parties.

Lost and Found

Buses are checked after each run for items left on the bus. We highly recommend that student clothing and other belongings be clearly marked with the student's name for the swift return of any lost and found items. Most unmarked items remain on the bus for one week, and then unclaimed items will be forwarded to the appropriate school office's lost and found. **We do not maintain a lost and found for clothing in Transportation.** Students should check with their bus driver immediately after discovering the loss.

Valuable items such as wallets, purses, keys, cameras, eyeglasses, cell phones, calculators and musical instruments are brought back to the Transportation Department for their security. Every attempt is made to locate and contact the owner of these items. Such items must be retrieved in person. You are welcome to contact the Transportation Department at 293-4544 to check for any lost items. Any items not claimed will be donated to charity.

It is important to note that the district is not responsible for any items lost while on the school bus.

Bus and Driver Assignments

Scheduled bus maintenance or New York State Department of Transportation inspections may make it necessary to assign a substitute bus to your child's route. When this occurs, a sign with the regular bus number will be posted in the side window next to the entrance door.

Occasionally your child's assigned bus driver may be unavailable to drive; therefore, a substitute driver will be assigned.

Weather Closings

The Superintendent of Schools makes the final decision and local radio and television stations are notified of any closing or delay. We consider many factors while making these decisions, including:

- **Current and projected weather conditions.**
- **Road patrols by the Town and District. These reports include the condition of local roads, sidewalks and parking lots, taking into account snow and ice, as well as other hazards such as downed trees or power lines. These reports also provide an assessment of the progress of snow clearing.**
- **Director of Transportation reports after gathering information about road conditions in local and surrounding areas.**
- **Temperature and wind chill factors. Monroe County Health Department recommends that we consider closing schools if the wind chill is expected to be -25 degrees or below.**

When it is necessary to close schools for any emergency, including inclement weather, announcements are made on local radio and television broadcasts by 5:30 a.m. Parents and staff will also be notified using the Connect Ed telephone notification system used by the district. This call will be made at approximately the same time as the media is notified.

Emergency Closings

In the event of an emergency closing of any of our school buildings, parent notification will take place via the same sources as a weather closing. Students will not be taken home until such notification has taken place. If necessary, students may be relocated to an alternative safe place while such notification is being made. **In the event of such an emergency, inquiries should be directed to the district switchboard at 293-1800.**

Safety/Evacuation Drills

Three times each year, the Transportation Department conducts New York State mandated safety and evacuation drills. During these drills, students and drivers review safety procedures including exits and equipment. These drills are done for all students.

Automobile Drivers

All motorists can help make the Churchville-Chili Central School District safer for our students by watching for youngsters, especially in the morning and afternoon. Please keep in mind:

- **It is illegal, and very dangerous, to pass a stopped school bus when the red lights are flashing.**
- **You must stop for the red flashing lights on a street, multi-lane highway, divided highway and school grounds.**
- **Cars are not allowed in the school bus loops during the times posted at each school.**

School Bus Code of Conduct

Parents can help make their student's bus ride safer by reviewing the following "School Bus Code of Conduct" with their children, and reinforcing the need for on-going good behavior on the bus. Any conduct that endangers the safety and welfare of other students or the bus driver could result in the loss of bus riding privileges. To avoid losing bus-riding privileges, each student is expected to:

1. Observe the same conduct as in your classroom.
 - Speak in a normal conversational tone of voice. No screams, shrieks, handclaps or other sudden loud noises, please.
 - Do not throw anything.
 - Do not move from seat to seat.
2. Be courteous to others on the bus.
 - Use appropriate language, no profanity.
 - Treat others with respect. Do not harass your fellow passengers.
 - Keep your hands and feet to yourself: do not hit, kick or trip anyone.

3. Do NOT eat or drink on the bus

- This is a NYSED regulation to prevent potential choking on the school bus.
- This rule is all the more relevant with the increase in serious food allergies.
- This includes chewing gum.

4. Keep the bus clean

- Please put all trash in the waste basket.
- Fluids must be kept unopened and in your backpack at all times to prevent spills on the bus.

5. Cooperate with the driver

- Be at your assigned bus stop at least 5 minutes before your pickup time. Never approach the bus until it has come to a complete stop. If you are late and see the bus pulling away, **do not run after the bus.**
- When you board the bus, go directly to an empty seat and sit down. Always face forward with both your feet on the floor. Remember, seats are for people and not for backpacks, musical instruments or sporting equipment. When you exit the bus, please move away from the bus as quickly as possible. The bus may not resume motion until you are **at least 15 feet away.** Please don't stop to check the mailbox until the bus has departed your stop. If you get off the bus and realize you left something behind, **do not run after the bus.** Instead, call the Transportation Office at 293-4544.
- If you must cross the street before you board or after you exit the bus:
 - Be alert.**
 - Look at the bus driver and wait for driver signal before crossing.**
 - Follow standard safe crossing procedures.**
 - NEVER walk behind the bus.**

- Backpacks, book bags, etc., must have all loose straps shortened or removed to eliminate the danger of getting them caught when getting on/off the bus. The driver may also request that you remove excessive key chains from your backpack if they constitute a safety hazard.
- Only small/medium size musical instruments or class projects may be transported on the bus. All items brought on the bus must fit on the student's lap or under the seat. If you have any questions, please talk with the driver BEFORE you attempt to bring your instrument or project on the bus.
- You are responsible for keeping any musical, athletic or other equipment, such as toys or stuffed animals that you may bring on the bus under your control. Any such item that escapes your control may be confiscated by the driver.
- Follow the bus driver's instructions.
- **Items not allowed on the bus include:**
 - Skateboards, sleds and skis.
 - Baseball Bats, hockey sticks, lacrosse sticks, and loose balls must be secured in duffle bags or back packs per NYS DOT regulations.
 - Birds, insects, animals, fish, reptiles, etc.
 - Glass or other sharp objects.
 - Balloons.
 - Water Guns.
 - Weapons of any kind (includes knives and toy weapons).
 - Ammunition or other potentially explosive substances.
 - Aerosol cans, perfumes, colognes, hand sanitizers and other potentially flammable items.

6. Do not smoke

- Flame from any source is prohibited.
- Tobacco products of any kind are prohibited on school district property.
- Vape pipes are prohibited.

7. Do not be destructive

- Do not cut, puncture, tear, mark on or otherwise damage seats or any other part of the bus. Parents/guardians are liable for repair or replacement cost.

8. Stay in your seat

- You are expected to remain seated especially when the bus is in motion.
- Don't leave your seat until the bus comes to a complete stop at the school or at your bus stop.
- Keep the aisle and emergency exits clear AT ALL TIMES!

9. Keep head, hands, feet and personal belongings inside the bus at all times.

- Do not throw anything out the window.
- Do not yell at or make gestures to pedestrians or motorists.

10. Bus Driver is authorized to assign seats.

If you have ANY questions or concerns regarding these rules, please discuss them with your bus driver, your teacher or your principal.

Cameras on School Buses

Cameras are used on school buses as a tool to aid school bus drivers and school administrators in monitoring misbehavior, thereby improving the overall safety of the school bus and its passengers. There are cameras on all buses owned by Churchville-Chili Central School District.

The bus driver's main focus must always be on the road and traffic around the bus. When the driver becomes distracted because of student misbehavior, it ultimately jeopardizes the safety of everyone on the bus.

Disciplinary Action - Riding the school bus is a privilege!

If a student's conduct warrants more serious disciplinary action than the driver is authorized to administer, the following procedures take place through the student's school:

- The bus driver completes a Bus Conduct Referral, identifying the incident in which the student was involved.
- The report is sent to the building or grade level principal who discusses the incident with the student. The student's parents or guardians will receive a phone/written communication from the school administration as notification that the incident occurred.
- The principal may take appropriate disciplinary action, in which case a copy of the referral will be sent home.
- If the principal suspends the student's bus riding privileges, the parents or guardians will be notified.

Web Resources

NYSED Parents/Citizens Information: <http://www.p12.nysed.gov/schoolbus/Parents/home.html>

NYSED School Bus Stops:

http://www.p12.nysed.gov/schoolbus/Parents/htm/school_bus_stops.html

NYSED Pupil Transportation Services: <http://www.p12.nysed.gov/schoolbus/>

National Association for Pupil Transportation: <http://www.napt.org/>

New York Association for Pupil Transportation: <http://www.nyapt.org/>

