

# **BLIND BROOK-RYE PUBLIC SCHOOLS**

**390 North Ridge Street  
Rye Brook, New York 10573**



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## **PUPIL TRANSPORTATION HANDBOOK FOR PARENTS & STUDENTS**

**Updated: 9/03/24**

# **BLIND BROOK-RYE SCHOOL DISTRICT**

## **A Helpful Guide for Parents and Students about the Blind Brook Pupil Transportation System**

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### **WELCOME TO BLIND BROOK'S TRANSPORTATION DEPARTMENT**

Long before most of us are awake, the school day is beginning for the Blind Brook Transportation Department.

As the sun rises over the horizon, our bus drivers start their day by conducting pre-trip inspections of each of their vehicles. It is only 6:30 am, but they are beginning a day that will extend until well after the sun has set.

The first buses pull out at about 7:00 am to begin picking up middle and high school students throughout the 4 square miles that make up the Blind Brook-Rye School District. They continue running throughout the day, picking up and delivering children to one of the district's three schools, a BOCES program, or perhaps a private/parochial school. The entire process is then reversed as the students return home.

This is not the end of the day, though, as many students take part in after-school activities such as interscholastic and co-curricular events that keep buses running sometimes as late as 11 p.m.. Buses may also be used during the day on specialized instructional field trips. After the last bus is parked for the day, it is time to begin the entire process again.

Blind Brook buses can be seen on the road on weekends transporting the district's interscholastic and co-curricular teams. In addition, our buses are routinely used to transport students on special trips during the school day. During summer months, our buses sometimes transport special education students who attend school on a 12-month basis.

Given the changing weather, traffic, and road conditions, it is easy to see the complexities that the Transportation Department deals with each year as they safely transport our students.

The Blind Brook-Rye School District is proud of its Transportation Department. We invite you to read this handbook and to familiarize yourself with its transportation system. Thank you and have a great year!

## TRANSPORTATION POLICY/PROCEDURES

### **Eligibility Requirement for School Bus Transportation:**

Transportation will be provided for all resident children who legally attend public, private or parochial school from 0.75 to 15 miles from their homes, as required by State Education Law.

Any student in kindergarten through 5<sup>th</sup> grade will be eligible if he or she lives more than 0.75 miles from the school and a student in grades 6-12 will be eligible if he or she lives more than 1.5 miles from the school. The measurement is made from the home driveway to the school driveway along the shortest route.

Any resident, now living in the district, who applies on or before April 1 of each year will be provided with transportation if they meet the above mileage criteria; the district will accept late applications if a reasonable explanation is provided, as required by law.

New residents will need certified proof of the date of residence and will be provided transportation only if applications are filed within 30 days after moving into the district, and in accordance with Chapter 3635 of the New York State Education Law.

### **School Bus Scheduling and Routing:**

Bus routes will be established under the direction of the Superintendent of Schools or his designee in cooperation with the Head Bus Driver.

1. **Authorized bus stops:** These will be located at convenient intervals in places where students may board and disembark, cross roadways, and await the arrival of buses with the utmost safety allowed by road conditions.
2. **Fixed Stops:** Fixed bus stops will be established using the following guidelines:
  - a. Numbers of students at bus stops will be varied according to the concentration of riders in an area, the degree of traffic, and bus turn-around requirements.
  - b. An effort will be made to minimize crossing of the road by students.
3. **Private Roads:** Transportation will not be provided on roadways that have not been dedicated and/or maintained by town, county, and/or state highway departments.
4. **Turn Arouds:** Turn arounds will not be established unless adequate space is available and this space is properly maintained. No turn around will be permitted if it requires the bus being backed up to make the turn.
5. **District Map:** Maps will be used in determining the transportation requirements necessary to satisfy the needs established by state law, Board policy and voter mandate. This map will clearly show student location, loading and unloading locations, and routes traveled. The map will be reviewed annually.

### **Seat Belts:**

Each district-owned school bus shall be provided with State and Federally approved **seat belts**. Students will be trained in the proper usage of the seat belts. Students will be strongly encouraged to use a seat belt whenever riding a bus. Parents will be asked to reinforce the need for using seat belts.

**TRANSPORTATION SCHEDULE**

**ARRIVALS**

<b>Tier/Schools</b>	<b>Buses Arrive</b>	<b>Classes Start</b>
1) BBMS/BBHS	7:30-7:40	7:50
2) Bmprss	8:15-8:25	8:30

**DISMISSALS**

<b>Tier/Schools</b>	<b>Classes Dismiss</b>	<b>Buses Leave</b>
1) BBMS/HS	2:40	2:50-2:55
2) Bmprss	3:15	3:20-3:25

Please make sure your children are **at the bus stop at least five minutes before the scheduled pick-up time** in the morning. During the first 3 weeks of school, and when necessary during the school year, pick-up times may be adjusted. When this occurs, students will be notified in advance by the driver. Also realize that the bus schedule runs slow at the start of the school year as procedures become familiar to all concerned.

If your child needs to be met by an adult when exiting the school bus in the afternoon please make sure that the assigned person is at the correct bus stop at least 5 minutes prior to the expected time of bus arrival.

**PROCEDURES FOR SCHOOL CLOSING, DELAYED OPENING, AND EARLY DISMISSAL**

**General Information:** On those days when weather or some other condition requires a change in the regular school day, such information will be e-mailed to the school community and broadcast over:

- Telephone System (914) 937-3600
- TV Channels BBTv, 12 and 5
- District Website [www.blindbrook.org](http://www.blindbrook.org)

When weather conditions force a change, the Superintendent of Schools will make the final decision.

**School Closing:** Announcements will be made by e-mail and automatic phone calling and over the radio and cable TV as soon as the decision has been made. Shortly thereafter a message will be posted on the district’s website.

**Delayed Opening:** Announcements will follow as soon as the decision has been made and will include the length of the delay. The delay will pertain to all bus runs scheduled throughout the school district, for both public and private school students. For instance, a two-hour delay will mean that all buses will run two hours late.

When inclement weather forces a change in the normal schedule, decisions concerning the operation of schools may go through two stages; two-hour delay and closing. It is essential to keep an eye out for a district-wide e-mail or listen to the radio, watch Channel 12 on cable or visit the district's website for accurate information on bad weather days. When delays are announced, parents should continue to listen to determine whether further adjustments are made. On a given day it may be necessary to change to an additional delay or closing.

As we cannot provide proper supervision for your children in the schools on delayed opening days, please do not drop your children off at school before the designated delayed opening time. It is likely that all school doors will be locked and no one inside to open the door. Therefore please be mindful of this. Dismissals on days of delayed opening will be at the regular time, unless otherwise announced.

**Early Dismissal:** Announcement of such dismissal will be made as early as possible via e-mail, the media and by existing telephone chains. The early dismissal sequence will begin with all BBMS/HS students in grades 6-12 being dismissed first. All BMRSS students in grades K-5 will be dismissed approximately 30 minutes after this first sequence. To avoid any confusion about early dismissal times the district will adhere to this two-sequence system.

Please remember the importance of having a back-up designee to whom children can go when you are not home and an early dismissal takes place. Elementary students who are not dropped off by the bus because no one is home to receive them will be returned to their respective school. Parents will then be contacted to make their pick up from there.

All non-public schools will be requested to dismiss their Blind Brook students at the announced early dismissal time if bus runs are timed to coincide with the public school runs. If this request is not or cannot be met, the Blind Brook-Rye UFSD cannot be responsible for the transportation of such non-public school students.

It is expected that all non-public and/or other out-of-district school will have an effective notification system in place regarding the delays, early dismissals or school closings.

## **TRANSPORTATION REQUEST GUIDELINES**

In general, changes in routing will not be made during the first three weeks of school. Requests for special arrangements must be made in writing and submitted to the district's School Business Office at BMRSS. Parents will be notified of the approval/disapproval as appropriate.

**Policy on cul de sacs and dead ends:** School vehicles may go into certain cul de sacs but definitely do not go into dead ends. Vehicles which carry 20 passengers or less may be routed into dead ends only to provide service to students who have a special need or disability.

**Walking distance:** Students in the Blind Brook-Rye UFSD may be expected to walk up to 500 feet from the end of their driveway to an assigned bus stop. Note the distance may be further where students reside in areas where school buses cannot turn around.

**Restrictions:** Stop changes are approved on a contingency basis only. Should a change in enrollment or other conditions necessitate the withdrawal of approval for any such change, the District reserves the right to do so. No school vehicle shall operate on any private road that is not maintained by a state, county, or town highway department.

## **SAFETY: OUR TOP PRIORITY**

The safety of our children is the foremost concern of the Blind Brook-Rye School District and its transportation personnel. This concern can be seen in the rigorous training our drivers undergo and in the many safety features found on our buses.

Concern for the safety of our children can be found in the construction of the school bus with its high back seats and familiar blinking lights. Blind Brook buses include side stop arms that extend out from the driver's side of the bus and combine with the red flashing lights to alert drivers in front and behind the school bus.

All members of the Blind Brook community - from drivers and students to parents and teachers - are important parts of a safe transportation system.

Bus eligible children have the right to a safe and enjoyable ride to and from school each day. We consider all children as dear as our own when they are in our care. In Blind Brook, we have a great deal of respect and pride in the professionals who maintain the safe operation of our Transportation Department, this is an unwavering commitment.

## **THE ROLE OF THE STUDENT**

Safety aboard the bus begins with the student. Certain basic rules of conduct combined with the use of common sense are a must to assure a safe ride on the bus. Students should be aware of all safety rules including those posted inside the bus. Please take time to read the following rules and follow them.

### **"DON'T LOSE YOUR RIDING PRIVILEGE!" FOLLOW THESE RULES**

1.	OBSERVE THE SAME CONDUCT AS IN THE CLASSROOM.
2.	BE COURTEOUS, USE NO INAPPROPRIATE LANGUAGE; NO LOUD TALKING. RESPECT FOR THE BUS DRIVER AND OTHER STUDENTS IS EXPECTED.
3.	DO NOT EAT OR DRINK ON THE BUS. (This includes chewing gum)
4.	KEEP THE BUS CLEAN.
5.	COOPERATE WITH THE DRIVER.
6.	DO NOT SMOKE.
7.	DO NOT BE DESTRUCTIVE.
8.	STAY IN YOUR SEAT.
9.	KEEP HEAD, HANDS AND FEET INSIDE THE BUS (AND TO YOURSELF!).
10.	BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS.
11.	DO NOT RUN OR CHASE THE BUS AFTER IT HAS LEFT THE BUS STOP OR SCHOOL GROUNDS. THIS IS EXTREMELY UNSAFE.
12.	DRIVERS WILL ONLY PICK-UP AND DROP-OFF STUDENTS AT THEIR AUTHORIZED BUS STOPS AND SCHOOL LOCATIONS.

- Additionally, no animals, reptiles or large items are allowed on the bus.
- Musical instruments are permitted on the bus as long as they can be securely held by the student, for example Flutes, Clarinets, Alto Saxophones, and Trumpets.

- Book bags should not be worn on the back while riding the bus so that the children sit with their backs against the seat.
- Written permission must be submitted to the school office before riding a different bus or getting off at a different stop due to emergency situations.

**ADDITIONAL COVID RULES FOR STUDENTS**

- All families must assure their child is well and ready to ride before arriving at bus stop. Make sure your child is feeling well, equipped with at least 2 protective face masks, and hand sanitizer.
- All students must wait for the driver’s directions to enter the bus. One at a time.

When disembarking the bus, students will remain seated until the driver directs them to disembark starting from the front to the rear.

- All students should refrain from touching surfaces like windows, seats, etc.

New York State law and the need for safety make it necessary to restrict the size of objects (i.e. musical instruments) that can be transported on the bus. Please check with the main office before bringing such objects on the bus.

REMEMBER, bus riding is a privilege. The cooperation of everyone in following these simple rules will make the entire bus riding experience a pleasant and safe one for all.

Any student reported by our Transportation Department to school administrators for misconduct on the school bus will be held responsible for his/her behavior and may be subject to disciplinary action. Drivers use a "Bus Conduct Report" that identifies the violation committed by the student.

Three of these conduct reports generally result in suspension of the student’s riding privileges. The final decision is based on such criteria as Board of Education policy, the district's Zero Tolerance for Violence Policy, and the severity of the incident and surrounding circumstances.

**SCHEDULE OF DISCIPLINARY ACTIONS**

We are concerned about safety and the well being of all Blind Brook students. Riders who violate the School Bus Safety Rules may have their school bus privileges suspended. We seek to assure uniform treatment of our students, therefore the following Schedule of Disciplinary Actions will be followed throughout the district.

<b>1st Offense</b>	Parent notified of violation.
<b>2nd Offense</b>	Conference with parent, student, principal, transportation office and bus driver. Student placed on probation.
<b>3rd Offense</b>	Parent notified; bus privileges suspended for five (5) school days.
<b>4th Offense</b>	Parent notified; bus privileges suspended for ten (10) school days.
<b>5th Offense</b>	Parent notified; bus privileges suspended for twenty (20) school days.
<b>6th Offense</b>	Parent notified; bus privileges revoked for the remainder of the school year.

**Note:** If an offense, even the first, constitutes a serious danger to any individual, a conference shall be required as outlined under 2nd offense above, and bus privileges may be suspended immediately for a minimum of five (5) days. Any offense may be referred to the Superintendent for a "Superintendent's Hearing".

## **ZERO TOLERANCE FOR VIOLENCE POLICY**

It is the policy of the Board of Education that violence in any form will not be tolerated in the School District, including in all school buildings, grounds and facilities, on school buses, and at all school activities and events, whether on campus or off campus.

For purposes of this policy, "Violent Act" shall mean any intentional act by a student involving force or the threatened use of force, or an intentional act by a student that supports or assists the use or the threatened use of force:

1. Against any other person or group of persons with the intent to injure, intimidate, harass, physically intimidate or otherwise harm when the act occurs on school premises, during school hours, on a school vehicle or at any school sponsored program, activity, or event.
2. To prevent, inhibit or otherwise interfere with the conduct or operation of any educational or other school sponsored program, activity or event.

If an incident involving a violent act occurs, the Building Principal may use his/her discretion to assign penalties, such as detention, in-school suspension, out-of-school suspension for up to five days, parent notification and/or conferences, warning letters. The Principal may recommend counseling and/or may refer the student for a Superintendent's disciplinary hearing. Repeated incidences of violent acts will result in referral for a Superintendent's disciplinary hearing.

If a violent act occurs in which there is serious injury inflicted or force used, or a student refuses to take redirection from supervisors, the student will be suspended for five days and referred for a Superintendent's disciplinary hearing.

Any single occurrence of a violent act arising from gang conflict, use of weapons, mental condition as a result of drug or alcohol use, third party participation or physical assault will result in a five-day suspension and referral for a Superintendent's disciplinary hearing, and may also result in notification to the police.

## **THE ROLE OF PARENTS/GUARDIANS:**

Parents and guardians are an important part of the smooth operation of the Blind Brook transportation system. You can help promote and maintain safety in many different ways. These are just a few:

- Help teach your children the importance of good behavior aboard the bus.
- Go over the rules and responsibilities of riding the bus with your children.
- Ensure that your children are on time in the morning.
- Whenever possible, accompany small children to the bus and meet them on their return home.
- Work on reducing the number of loose items your children bring on the bus. New York State safety regulations prohibit the transporting of large objects on the bus. These items should be brought to school in a car. Contact your school or the Transportation Department if you have any question about specific items.
- Be sure your child knows the rules and understands the consequences of breaking them. Information given out in the schools may contain a more detailed listing of bus discipline procedures. Please take the time to read those procedures.
- Instruct children not to get off the bus unless it is their stop. If the driver misses their stop, a child should notify their driver and they will be returned to designated bus stop as soon as possible. This also applies if a child is on the wrong bus.



- Parents are not permitted to board the bus at any time without permission from the respective building Principal

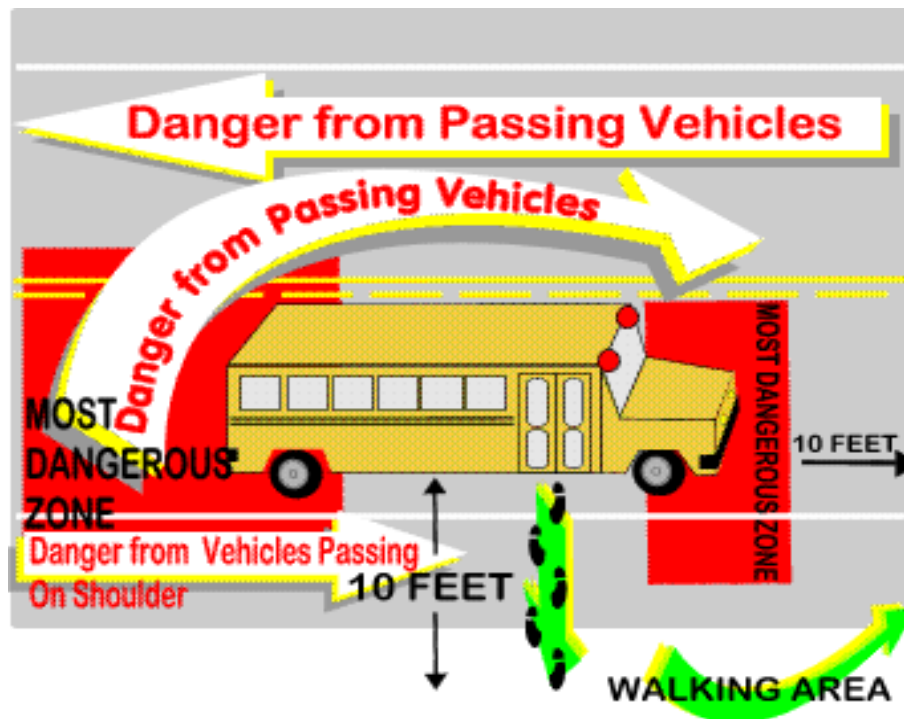
**PLEASE NOTE: Parents of handicapped students should notify the Business Office in writing of any physical or medical needs that are appropriate for the proper transportation and safety of your child.**

## **Parents: Help Us Teach Your Child Bus Safety**

**When safety rules are ignored, people can get hurt. Unfortunately, some people never stop to think about the harm that breaking a rule can cause.**

### **DANGER ZONES**

**HERE IS A "BIRD'S -EYE" VIEW OF THE BUS. SEE THE DANGER ZONE ALL AROUND THE BUS? IF YOU CAN TOUCH THE BUS, YOU ARE TOO CLOSE!!!**



**MOST INJURIES AND DEATHS INVOLVING SCHOOL BUSES OCCUR OUTSIDE THE BUS AND BY OWN BUS.**

Even though there are mirrors, the driver can't see people close to the bus. Because the bus is so big, car drivers can't see them either. Anyone inside the 'Danger Zone' is in GREAT DANGER!

**DO YOUR PART TO MAKE SURE EVERYONE GETS ON AND OFF THE BUS SAFELY:**

## **1) ALWAYS STAY OUT OF THE SCHOOL BUS DANGER ZONES.**

Line up when you see the bus coming. Wait your turn to board the bus. Stand back at least 15 feet to give the bus room to pull over. The tires are the most dangerous part of the bus. Never play near the bus.

## **2) USE THE "TEN FOOT RULE" IF YOU HAVE TO CROSS THE STREET WHEN GETTING ON OR OFF THE BUS.**

Always cross far enough in front of the bus so that you can see the driver's face. Do not cross until the bus driver signals you it is safe. Always look carefully both ways yourself when you have reached the middle of the street. Never return for something you have dropped in the street...get the bus driver's or some other adult's attention, they will help you. And if the bus driver honks the horn while you are crossing, go back to the "safe curb" (the curb you started from) at once. A car could be speeding towards you...remember, not all cars stop for the buses' flashing lights!

## **3) ALWAYS STAY IN YOUR SEAT ON THE BUS, UNLESS YOU ARE GETTING OFF THE BUS AND THE BUS IS FULLY STOPPED.**

Most injuries on a bus are the result of children not being properly seated. Do not sit on your books or your knees. Do not sit with your legs out into the aisle. If the bus has to stop fast, you could be seriously hurt.

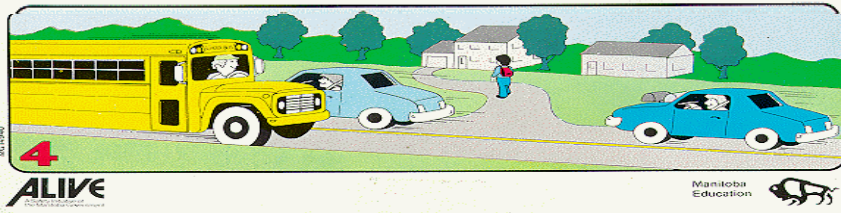
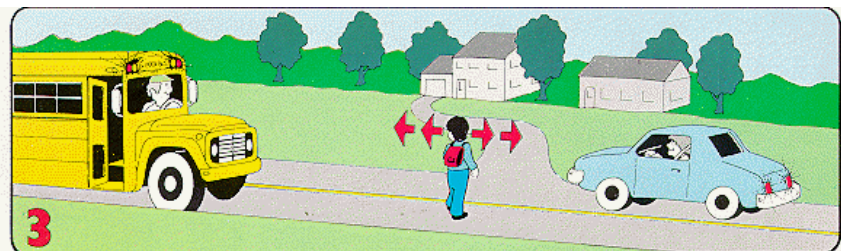
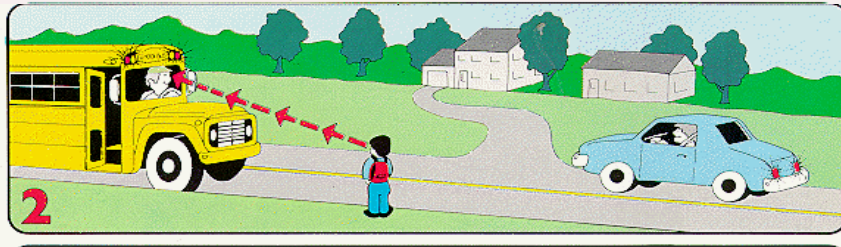
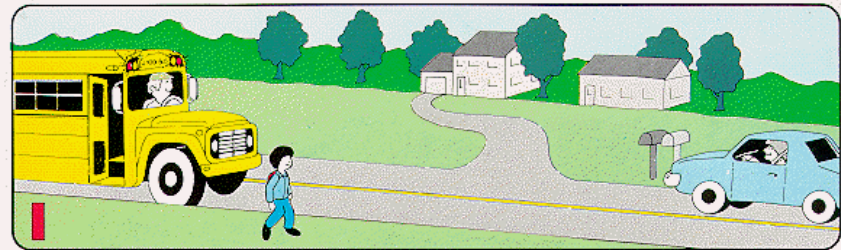
## **4) KNOW HOW TO EVACUATE THE BUS IN AN EMERGENCY.**

Your bus driver will explain this to you. Listen closely. In an accident or a fire, you could have to get off the bus quickly, without panicking.

**BUS SAFETY IS A TEAM EFFORT OF BUS DRIVER, STUDENT, THE MOTORING PUBLIC, AND PARENTS. IF YOU HAVE BUS SAFETY CONCERNS, CALL THE TRANSPORTATION OFFICE AT 937-3600x2441.**



# HOW TO CROSS SAFELY



ALIVE

Manitoba  
Education



**CROSSERS MUST FOLLOW THE ABOVE UNIVERSAL PROCEDURES SHOWN IN THIS PICTURE  
BUS DRIVERS REINFORCE CROSSING PROCEDURES DURING BUS DRILL INSTRUCTION**

## ABOUT OUR BUS DRIVERS

All this travel is a reminder of the importance of the bus driver in Blind Brook. School bus drivers transport the most precious cargo in the world! The district's drivers hold an outstanding record for safety. Therefore, candidates for this position must undergo intensive scrutiny and training.

### HOW THE PROCESS WORKS:

1. Application is received by our office.
2. A copy of the driving history from the Department of Motor Vehicles is reviewed.
3. Character references are called for verification.
4. Employment history is checked.
5. Personal interview with applicant.
6. Medical exam is performed by school physician.
7. Drug and alcohol tests are administered by an independent testing laboratory.
8. Fingerprinting to check for criminal background with the Federal Bureau of Investigation (FBI) and the New York State Division of Criminal Justice Services (DCJS).

## **DRIVER TRAINING**

1. Upon completion and acceptance of the above, the new bus driver begins training program with our experienced driver trainers. In addition to behind the wheel driving, the driver takes classroom training in topics such as assertive discipline, school district policies and procedures, NYS Education Dept. and Dept. of Motor Vehicles laws, rules and regulations, driving in inclement weather and special training for students with disabilities.
2. Within their first year of employment, drivers must attend an additional 30-hour Course taught by a certified School Bus Driver Instructor in order to obtain certification by New York State.
3. Every year, school bus drivers must attend at least two 2-Hour Refresher Courses; one in August and the other in January to review safety concerns, new laws and regulations as well as other pertinent information. At Blind Brook we hold three of these safety courses each school year.
4. Each year every driver must have a medical exam performed by the school-approved physician.
5. Every other year the bus drivers take a written test and a road test. These tests are conducted by our in-house 19A Certified Examiners. Failure of either test requires a driver to enter a re-training program during which time they are not permitted to drive.
6. Each year all drivers get a Defensive Driving Review.
7. Throughout the year, drivers are subject to random unannounced drug and alcohol testing.
8. Drivers are routinely followed by Supervisory personnel to observe driving skills.
9. The Transportation Department's open-door policy gives drivers and supervisors an opportunity to discuss problems and safety concerns.

All Blind Brook school bus drivers hold a Commercial Driver's License, Class B with a Passenger Endorsement. The CDL program began as a way to sharpen the skills and knowledge of commercial vehicle drivers, including bus drivers, and provide higher standards of safety and training. Under the program, drivers must score at least 80 percent on a 115-question written examination. All new drivers must also take the Commercial Drivers License Road Test conducted by a NY State Department of Motor Vehicles Inspector.

Our in-house School Bus Driver Instructor SBDI will perform the mandated NYS Education Department SED duties, Physical Performance test on our drivers, as well as our In-house 19A Certified Examiner will perform duties mandated by the Dept of Motor Vehicles DMV. District personnel participate in activities and are members of various pupil transportation associations at the state and national levels.

## **STUDENT TRAINING**

The Blind Brook School District employs school bus drivers eager to provide bus safety instruction to all students. The bus drivers teach students about school bus safety and appropriate bus behavior. Students are taught through hands-on instruction on a school bus.

## SAFETY RULES FOR PEDESTRIANS

- 1. CROSS ONLY AT CORNERS:** Observance of this rule eliminates the dangerous practice of "jaywalking". If the intersection is controlled, drivers look for and expect walkers to cross only at the corner and with the traffic light.
- 2. LOOK BOTH WAYS BEFORE CROSSING:** When there is no traffic light, leave the curb only when oncoming cars are at least a block away. This is a basic principle and should be stressed consistently. Even if a car is able to stop in time to prevent bodily injury, children are often badly frightened by "near-miss" scenarios.
- 3. WATCH FOR TURNING CARS:** This guards against children "walking into the side" of cars as they turn corners. Too many children are injured when they forget they must be extra alert at corners.
- 4. KEEP FROM BETWEEN PARKED CARS:** This rule is probably the most often violated and bears the most serious consequences of all. It takes time and distance to stop a vehicle, even if it is moving slowly. It is difficult for the driver to see the child who darts suddenly into his path from between two parked cars.
- 5. WALK ON LEFT FACING TRAFFIC:** This applies to sections where there are no sidewalks. While walking to the left, the child can observe oncoming traffic and step off the roadway in plenty of time to avoid an approaching vehicle.
- 6. PLAY AWAY FROM TRAFFIC:** Playing on the street, including "hitching" on vehicles, is one of the most common causes of child accidents. Street games in traffic are dangerous.
- 7. BE DOUBLY ALERT ON RAINY DAYS:** Special care is necessary to counteract the difficulty of seeing clearly on rainy days. Visibility is hampered by umbrellas and rainfall and may hide a vehicle from view. In addition, it is more difficult for the driver to see and vehicles may be unable to stop quickly or may skid.
- 8. OBEY SCHOOL BUS DRIVERS, POLICE OFFICERS, ADULT CROSSING GUARDS, SAFETY PATROL MEMBERS, AND TRAFFIC SIGNALS:** Safety to and from school will depend to a great degree upon obedience to these "safety guardians".

Remember that the "Best Route" principle and the safe walking rules also apply when your child walks to the playground, to the store, to the bus stop or to a friend's house.

## ADDITIONAL INFORMATION

**Holidays & Federal Holidays:** District buses do not transport on holidays & federal holidays; it does not include contract buses.

**Activity/Late Buses:** The Blind Brook-Rye UFSD provides late school bus service at its MS/HS only on Mondays, Tuesdays, Wednesdays, and Thursdays beginning on or about October 1<sup>st</sup>. It does not provide late bus service for students attending out-of-district schools. At other times, parents are responsible for picking up children staying at school after hours to attend a club meeting, sports activity or other school-related event.

**Special Situations:** If your child is not going to utilize bus transportation on a regular basis, please notify the transportation office at 937-3600x2441. This is particularly true if your child attends an out-of-district school.

**Play Dates:** Children who have afternoon play dates and wish to ride a different bus home as a result must bring a note from their parents to school making this request. The child must hand the note to his/her teacher who will then make sure the school office is aware, and the note is returned to the child by the end of the day so that it can be handed to the bus driver as he/she boards the bus in the afternoon. (No more than 5 play dates per bus).

**Special Transportation:** Parents requesting permanent authorization for their children to ride a bus other than the one to which they are normally assigned, or who are requesting a modification of transportation due to medical conditions not covered through the Committee on Special Education, are reminded to submit their request in writing to Juan Zhindon, Transportation Office, Blind Brook-Rye UFSD, 390 North Ridge Street, Rye Brook, NY 10573.

**Private and Parochial Transportation:** Requests must be made in writing by April 1st for the following school year, or within 30 days of arrival in the district. Submit your request to the Blind Brook-Rye UFSD School Business Office, 390 North Ridge Street, Rye Brook, NY 10573.

**Transportation to Child Care Providers:** Requests must be made in writing by April 1st for the following school year, or within 30 days of arrival in the district. Obtain an application from the school business office. The district will provide transportation only to school and from school for approved requests. The child care provider's address must be along an established bus route.

**Emergency Dismissal Drill:** Once a year a district-wide emergency dismissal drill will be held. All Blind Brook-Rye public schools will dismiss 15 minutes early. Private or special education schools also conduct the same type of drill and will notify parents as to when such drills are to be held.

**If your child does not get off the school bus** at the expected time and place, your first response should be to call your child's respective school. Our staff is well trained to assist, and we have direct lines of communication to District school buses or the bus companies that we utilize.

**Missing Parent:** Every so often a young child becomes the object of a "missing parent" transportation emergency. In such cases, the parent or usual caregiver of a kindergartner is not present at a bus stop to receive the child at the dismissal time. Alternatively, any elementary child fearful of getting off the bus in the absence of a parent will, likewise, be kept on the bus pending a resolution of the problem. If a parent cannot be located quickly, the child will be returned to school where the administration will assume responsibility. Parents who have been unable to meet their child as usual are advised to check with their school or transportation office at 937-3600x2441.

**Questions pertaining to buses that have not arrived, missed pick-ups, etc.,** should be directed to the transportation office at 937-3600x2441.

**All questions or concerns about the District's pupil transportation program should be discussed with the transportation office at 937-3600x2441.**