

# Northwest Bergen Council for Special Education Region I

60 Ridge Road, Mahwah, NJ 07430  
Tel: 201-762-2471/2472/2473

July 2023

To: All parents/guardians

From: Linda Raven, Transportation Coordinator

You are receiving this letter because your school district has arranged transportation through Region 1, a Coordinated Transportation Services Agency. The transportation company that will transport your child to school will contact you with information and a pick-up time prior to the start of school. Please notify us if you have not heard anything by the first week in September.

Your child's pick-up and drop-off times may be inconsistent for the first weeks of school. Late additions or deletions of riders, changes in traffic patterns, bottlenecks at the school and school schedule changes can cause routes to run off schedule at the start of the school year.

Your child should be ready and waiting for the bus ten minutes prior to the scheduled pick-up time. Drivers have other students to pick up and cannot wait for a child more than three minutes past the pick-up time. Transportation then becomes the responsibility of the parent.

Please inform the transporter should your child not require transportation on a given day due to absence from school or if you will be transporting your child yourself.

Students may not be dropped off unattended unless other arrangements are made. If no one is home to receive your child at the end of the school day, we will attempt to contact you and your district. Undeliverable children will be dropped at the local police department or in accordance with your district's policy.

As the year progresses, students may be added to or deleted from your child's route, and this may change your child's pick-up or drop-off time. Your child's driver, aide or bus company may change as well. While we strive for consistency, we need flexibility to serve our dynamic student population.

Questions and concerns about your child's transportation should be directed to the Region 1 office. Requests for changes in transportation must go through your district, who will notify us in writing. No changes will be made by Region 1 without your district's authorization.

Region 1 procedures for the emergency shutdown of transportation are on the reverse.

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## Region 1 Emergency Shutdown Procedures

1. If your local school district is closed due to inclement weather, no transportation will be provided.
2. If the majority of Region 1 districts are closed, all Region 1 transportation shuts down. This means that regardless of what school your child attends and where that school is located, your child will NOT be transported. If school is open, you have the option of transporting your child to and from school yourself.
3. You can find out if Region 1 transportation is shut down by calling 201-762-2470 and listening for the message.

Parentemergltr2324

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