

R 8600 PUPIL TRANSPORTATION

Bus Stops

Roads Designated For Residence Side Pick-up and Drop-off Only

Due to the volume of traffic and infrastructure on some roads, the Board of Education has determined that there are some roads in the township that are too hazardous for students to cross the road for pick-up or drop-off. Therefore, in order to maximize the safety of students, the following roads in the township have been designated as residence side pick-up and drop-off only (no exceptions to this regulation shall be made):

- a) Route 206
- b) Route 70
- c) Route 38
- d) Route 530

At its discretion the Board of Education may approve a pick-up or drop-off of students that would require the students to cross the street or road on other roads or streets in the township not designated for residence side pick-up and drop-off only. The preferred pick-up and drop-off will be residence side pick-up and drop-off whenever practicable.

Assigned Bus Stops

Children are transported to and from their assigned bus stops, located near their homes, five days a week. The A.M. and P.M. stops must be the same. Exceptions to this practice include:

1. Day Care/Baby-Sitter

The Board's only responsibility is to transport eligible students to and from their homes. Children will be picked-up and dropped-off at a day care center or baby-sitter (within the Township, excluding Leisuretown) on a five days a week basis only if there is room on the bus. The a.m. and p.m. stops must be the same. In the case of a hardship, the a.m. stop and p.m. stop may be different provided the a.m. stop is the same five days per week and the p.m. stop (although different than the a.m. stop) is the same five days per week. In no case, will a student be scheduled to ride two different busses. The request must be in writing and must contain a statement of the hardship necessitating the change.



2. Requests for Bus Stop Changes

A written request for a change in the bus stop assignment for a student will be honored if the change is being made permanently and if the request is submitted at least three days in advance. The request must be made for a five day a week pick-up/drop-off situation with the intent that the requested change would be for the rest of the school year.

Temporary changes in a bus stop assignment are very difficult to administer effectively. The safety of the child may be compromised if temporary stop changes are allowed. Therefore the board will not honor requests for temporary changes in the student's bus stop assignment. However extenuating circumstances may be considered providing the a.m. and p.m. stops are the same, arrangements are made three days in advance, and only if there is room on the bus. An example of an extenuating circumstance would be the hospitalization of a parent.

Cul-de-sacs

1. Busses may be permitted to traverse cul-de-sac roads to pick up students provided the bus is able to turn around without backing up.
2. There will be one stop on the cul-de-sac for all students who live on the cul-de-sac.
3. Busses will not traverse the cul-de-sac when doing so results in the run exceeding forty minutes. Students will board at the intersection of the cul de sac.

Private Roads

1. Busses shall not traverse private roads within the Township.

General Instructions

1. All drivers are to have route sheets that are up to date at all times. These sheets should have correct times and all stops and students names for each stop. Drivers are responsible for assigning seats for students and to maintain an accurate chart at all times. Seating charts are to be submitted to district administration as revised. Route sheets and seating charts are to be in a folder and easily available for a substitute driver.



2. Bus drivers are expected to obey all applicable traffic laws, including the posted speed limits.
3. Drivers are to be punctual.
4. Drivers are to be in their bus while loading and unloading their students and while students are on the bus.
5. Students are only to be picked up and discharged at designated bus stops and the schools. No student is to be discharged at any other place than his/her designated stop or school without written permission from the proper school authority.
6. Only children assigned to the bus are permitted to ride. There may be routes where an aide (either an employee of the bus company or the school district) is assigned to ride the bus. On occasion, other employees of the school district may ride the bus for the purposes of observation and evaluation or to assist in solving a transportation related problem.
7. Drivers shall notify the Principal of major offenses such as fighting, vandalism or verbal assault, and follow established protocol which may include returning the student to the school facility.
8. On arriving at school, students will not be permitted to vacate the bus until the designated time. In the afternoon, drivers should not leave school until dismissed by the aide on duty.
9. After each run, drivers are to walk down the aisle of the bus to look for the following:
 - a. Sleeping children;
 - b. Items left on the bus; and
 - c. Vandalism.
10. Any student injured on the bus must be reported to the school nurse as soon as possible. A student injury form must be completed.
11. Video cameras are to be located on each bus. Drivers must remove tapes and submit to district administrators upon request.



12. If a vehicle breaks down, the bus company, driver and school should be in constant communication relative to the safety of the students, the nature of the problem, the anticipated length of time for repairs, the planned resolution to the problem and any other pertinent details.
13. No flammable liquids of any type are allowed inside the bus.
14. No pets are permitted on the busses.
15. No firearms or other weapons are permitted on the busses.
16. Drivers shall obey all Federal, State and local laws.

Rules of Conduct for Students While on School Busses

The school bus driver is responsible for driving the school bus safely, in accordance with all the rules and regulations established by the State and by local authorities. His/her full attention must be devoted to the operation of the school bus and the observation of the traffic conditions.

To maintain good order and ensure the safety of the students riding the bus, the following rules apply:

1. The driver is in full charge of the bus and the students. The bus driver is to have the same authority on his/her bus as the teacher in the classroom.
2. Students are only to talk to the driver when necessary.
3. For major offenses such as fighting, vandalism or verbal assault, the driver will follow established protocol for reporting the incident and may return the student to school. It shall be the responsibility of the parent(s) or legal guardian(s) to transport the student home.
4. While waiting for the school bus at assigned stops, students must not play games on the street or highway, enter onto any private property, or misbehave in any manner.
5. Students must wait for the bus to come to a full stop before attempting to get on the bus.



6. On boarding busses, students are to go immediately to their assigned seat, fasten their seat belt, and remain seated and buckled until the bus comes to a halt at their assigned stop.
7. Students are only permitted to get off the bus at their assigned stop.
8. Whether moving or standing still, students will keep hands, arms, legs, or any other part of the body inside the bus. Students must obtain permission from the bus driver to open bus windows. Students who open bus windows are responsible for closing them before leaving the bus.
9. Students must ride on their regularly assigned bus. Only the Principal may grant an exception to this rule and then only under emergency conditions.
10. Students shall remain in designated drop off areas upon arrival at school. Any student who leaves the designated drop off area is subject to disciplinary action.
11. Upon dismissal, students are to proceed to their assigned bus. Any student who leaves school grounds will be subject to disciplinary action.
12. If a student misses his/her assigned bus, it is the parent(s) or legal guardian(s) responsibility to get the child to/from school.
13. Outside of ordinary conversation students are expected to observe classroom conduct on the bus.
14. There will be no smoking on the bus.
15. There will be no eating or drinking on the bus.
16. Students are to assist in keeping the bus clean to the same degree that they do in the classroom. Students must not throw objects out the window.
17. Students shall handle their personal belongings in a manner in which they will not constitute a hazard to others.

Consequences if a Child Breaks a Rule

Students who violate Rules of Conduct shall be disciplined in accordance with the rules and regulations defined in the discipline policy. Discipline may include bus suspension.



REGULATION

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION

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Bus Suspension

If a child receives a bus suspension, transportation to and from school will be the parents' responsibility. Bus suspension may occur when student engages in major offenses such as fighting, vandalism or verbal assault to fellow students and/or the driver.

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