Andover Regional School District
Student Transportation



Transportation office contact:

Linda M. Kristiansen, Transportation Supervisor
973-315-5254 X 408
lkristiansen@andoverregional.org

Transportation Guidelines

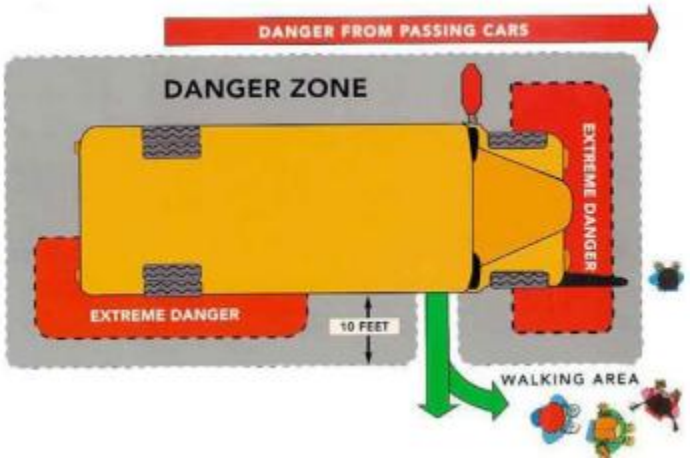
The Andover Regional School District transports approximately 1,000 students in public, parochial and charter schools throughout Andover Borough and Andover Township as well as neighboring Newton and Sparta.

New Jersey State Law Title 18A:39 requires the Board of Education to provide transportation for children who live more than two miles from an elementary school and more than two and a half miles from a high school. As the Board of Education has deemed the roads in our district as hazardous, it has established sufficient bus routes to ensure the safety of all students, including routes to carry pupils to Newton High School and Sussex County Technical School. Transportation is also provided for students attending Pope John High School, Pope John Middle School and Rev. George A. Brown Elementary School and will continue to do so as long as the population of these schools warrants.

Bus Safety and Behavior We take the safety and wellbeing of our students seriously. Safety and behavior on the school bus is not the sole responsibility of the school bus drivers. It is a matter of teamwork that requires the cooperation of pupils, parents, and school personnel. New Jersey State Law 18A:25-2 gives the authority to the school principal to exclude a pupil from the bus for disciplinary reasons and allocates the responsibility for the child's transportation to and from school to the parents for the exclusion period. Cooperation and understanding by all students and parents is appreciated. Please emphasize to your child/children the importance of following the rules and regulations covering transportation and bus safety.

DANGER ZONE

The danger zone is the area on all sides of the school bus where children are in the most danger of being hit by a vehicle. Children should stay ten feet away from the bus and never go behind it. They should take five giant steps in front of the bus before crossing so the bus driver can see them. Please review the danger zones of the school bus with your child.



Bus Safety Rules

- Pupils must obey the driver. The driver is in full charge of the bus and pupils, and has the authority of a classroom teacher.

- Sit in your assigned seat with your seat belt on at all times. Keep the aisle clear of feet and belongings. Never put your head, hands, or arms out the window. Do not throw any objects out the window.
- Stay seated until the bus fully stops.
- Never cross behind the bus. Cross in front of the bus so the driver can see you.
- When crossing the street, always wait for the bus driver to indicate that it is safe to cross.
- Behave at the bus stop. Bullying and harassment are prohibited and may be considered illegal.
- Talk quietly.
- Do not distract the bus driver.
- Do not throw things, litter or vandalize the school bus.
- No eating, drinking, or gum chewing on the school bus.
- Smoking or Vaping of any kind is prohibited.
- Arrive at assigned bus stop 10 minutes before the bus is due to arrive.
- When using the phone or listening to music etc. please use headphones so you do not distract the driver.
- Bus assignment changes are approved only in case of emergent or urgent need, for long-term temporary address changes, or permanent move within the district.

Emergency Evacuation Drills

Twice a year, students receive training on how to safely evacuate a school bus in the event of an emergency. This includes exiting from the rear door of the bus and explanations on other evacuation points on the bus.

Waiving Transportation Services: Per board policy, if a parent or guardian wishes to waive transportation services, the Parental Transportation Services waiver form will need to be completed and submitted to the transportation office. This request will need to be submitted on a yearly basis. Please note transportation services will only be reinstated for hardship reasons within that given year, and at the discretion of the Board of Education.

FREQUENTLY ASKED QUESTIONS

My spouse and I have shared custody of our son/daughter. How does Andover Regional Board of Education handle shared custody transportation?

Per school policy, for safety reasons and due to limited seating availability on some buses, students may only be assigned to one bus route and one bus stop. The student may not use a different bus stop on different days even if on the same bus, to ensure he/she does not accidentally go to the wrong home on any given day. The bus stop is based on the domicile of PRIMARY residence, as noted in the school's student record, and based on N.J.A.C. 6A:22-3.1.

Can I ride to school or home from school on my friend's bus if our parents write a note to the bus driver?

Per school policy, for safety reasons and due to limited seating availability on some buses, students may only ride on their regular bus and to the bus stop assigned. **Please do not contact the bus company or the bus driver to request transportation changes,** as they do not have the authority to approve these requests. Bus assignment changes are only approved in the case of emergent or urgent need, for long-term temporary address changes, or permanent move within the district.

My son/daughter is working with other students on a school project together and would like for the others in his/her group to ride the bus to our house to work on the project together. We can do that, right?

The primary responsibility of Transportation, with regard to school bus routing, is to see that all students entitled to transportation have one bus assignment for their daily ride

to and from school and that, all bus assignments are done in a way as to provide seating for all students. Changes to school bus assignments for a day are strictly prohibited.

My son/daughter attends a morning and/or after care program. Are there provisions in which the bus can pick up and/or drop off a student?

The school district is responsible for transporting students to and from the home only. As a courtesy, and if there is room available on the desired bus, a day care center located within the district may be designated as the students "home" bus stop. Per school policy and for safety reasons, students will only be assigned to one bus route and one bus stop. The student may not use a different bus stop on different days even if on the same bus, to ensure he/she does not accidentally go to the wrong home on any given day. These changes are made on a case-by-case basis and, if approved, must be made a permanent stop to and from school.

What happens if no one is at the bus stop to receive my child?

With regard to our Kindergarten through 2nd Grade students; if a parent/guardian is not at the assigned bus stop to pick up their child, the child may remain on the bus for the remainder of the route and be returned to their school. The school office will then call the parent/guardian and someone must pick up the child at the school.

How do we report a lost cell phone/backpack etc. that may have been left on the bus?

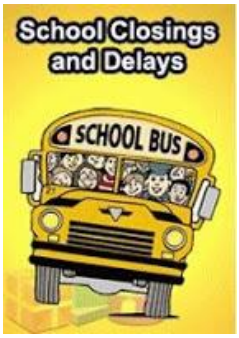
Please contact the transportation office at (973)315-5254 X 408 and provide the following information: Your name, contact telephone number, description of item left on the bus, student's name the date and time (am or pm) the item was left behind and if possible the seat location of the student. Every effort will be made to locate the item. If the item is located, it will be returned to the student on their next bus trip. Andover Regional Board of Education is not responsible for any items left on the bus.

How long are students allowed to ride the school bus each way in New Jersey?

There is no state law regarding the length of a bus ride. New Jersey has a wide range of geography across the state and the diversity of rural and urban areas results in a very wide range of bus ride times.

My son/daughter attends an out-of-district school, with transportation provided by Andover Regional Board of Education. If Andover closes due to weather, but my son/daughter's school remains open, will transportation be provided?

The decision to close school is made for the safety of all students who live within the boundary of Andover Regional School District. Once the decision is made to close school, transportation will be cancelled for students attending Long Pond School and Florence M. Burd School as well as for students transported by the Andover School District to any private, non-public, or vocational school outside of Andover Borough or Andover Township. This applies also to delayed openings, at which time all bus routes will pick up student two hours after their normal pick up time. Please check with one of the following sources to determine if school has been delayed or closed:



Radio Station WSUS 102.3FM or their website:
http://wsus1023.iheart.com/features/closings-and-delays-1423/
Radio Station WNNJ 103.7FM

The Realtime communication system will be utilized to inform of delays and closings also.

The following New Jersey State web sites have been used or referred to for transportation information:

http://www.nj.gov/education/genfo/faq/faq_transportation.shtml

http://www.nj.gov/education/code/current/title6a/chap22.pdf

http://www.nj.gov/education/finance/transportation/

http://law.justia.com/codes/new-jersey/2013/title-18a/section-18a-25-2