



WHITE PLAINS CITY SCHOOL DISTRICT TRANSPORTATION HANDBOOK

A resource for families

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Overview

1

White Plains City School District seeks to safely transport over 7,600 students every day

2

With our transportation partner, Durham School Services, safety is our primary concern

3

It is through the partnership of parents, students, educators, partners, and city/county government that we deliver on our promise every year



Key Contacts

DURHAM School Services (Bus Company)

- For all **immediate** inquiries, such as:
 - Bus location
 - Bus status
 - Bus delays
- 914-750-0920

WPCSD Transportation Department

- For student logistics, such as changing schedules, special needs, bus stop locations/routes, etc.:
- For general bus driver or bus issues
- 914-422-2110
(between the hours of 6:30 AM – 4:30 PM)
 - Mr. Sergio A. Alfonso
Supervisor of Transportation
sergioalfonso@wpcsd.k12.ny.us
 - Ms. Liliana Aristizabal
Transportation Assistant
lilianaaristizabal@wpcsd.k12.ny.us
 - Ms. Elaine Hall
Transportation Office Assistant
elainehall@wpcsd.k12.ny.us

Schools

- For student-to-student and discipline issues
 - Church Street Elementary: 914-422-2401
 - George Washington Elementary: 914-422-2380
 - Mamaroneck Ave Elementary: 914-422-2286
 - Post Road Elementary: 914-422-2320
 - Ridgeway Elementary: 914-422-2081
 - Eastview Middle School: 914-422-2223
 - Highlands Middle School: 914-422-2092
 - White Plains High School: 914-422-2182
 - Rochambeau High School: 914-422-2420



THE FUNDAMENTALS

All eligible students will be provided with a bus schedule

- Available through the Parent Portal of Infinite Campus prior to the start of the school year.

Will include:

- ✓ *Pick-up time and location*
- ✓ *Drop off time and location*



Who is eligible for busing?

Transportation to **White Plains CSD Public Schools**

- Grades Kindergarten through 5th
 - ✓ Students who live 0.5 miles or more from the school are eligible for busing
- Grades 6th through 12th
 - ✓ Students who live 1.0 miles or more from the school are eligible for busing

Transportation to **non-public schools**

- Students who live within White Plains CSD and who attend non-public schools, within the district boundaries, are eligible for busing provided:
 - ✓ Mileage criteria listed above is met
 - ✓ Written request submitted to WPCSD Transportation Office by April 1st of the preceding school year
 - If the student has become a White Plains CSD resident after April 1st, the request must be made within 30 calendar days of residency
 - See website and/or last page of the Handbook for application

What are the stops and routes?

all eligible students will be provided with a bus schedule before the start of school

Bus Stops

- Bus stops are centralized and assigned to designated intersections
- Bus stop pick-up and drop-off locations are determined based on the student's residence to and from school
 - See next page for alternative sites
- Bus stop locations are determined with consideration for both safety and efficiency
- Students with special needs will have their bus stop locations determined as specified in their Individualized Education Plan (IEP), in collaboration with the Special Education and Pupil Services Department

Bus Routes

- Students will be assigned to a bus route specific to student's school
- Each bus only travels to/from one school
- Each bus will be clearly marked with Route Number via a sign in the window
 - Route number will not change, though the specific Durham Bus may vary as individual buses undergo maintenance

Please contact WPCSD Transportation Department if:

- The student does not intend to utilize the bus (e.g. parent drop-off)
- The location for pick-up/drop-off is somewhere other than school or home
- The bus stop needs to be adjusted
 - Use the link below for bus stop change requests [Transportation Office - Contact Us form](#)

Alternative Site Transportation

if pick-up or drop-off location is not student's home or WP Public School

Special Needs students to Out-of-District Placement

- Special Needs students are eligible for transportation to out-of-district schools, provided:
 - The school is an approved program, per the Assistant Superintendent of Special Education and Pupil Services
 - The school is not more than 50 miles from the student's residence

Day Care providers

- Students are eligible for busing to/from Care Providers provided:
 - Distance between school and care location is 0.5 miles or more for grades K-5
 - Distance between school and care location is 1.0 or more miles for grades 6-8
 - Schedule is consistent every week
 - For example: every Tue/Wed/Thu — no variation by week
- Important:
 - WPCSD only provides one trip before and one trip after school
 - parents are responsible for bringing student home from care location

Shared Custody/Divorced Parents locations

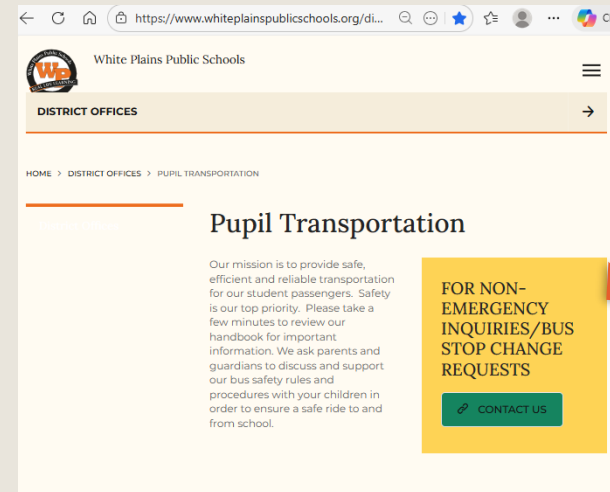
- New York State Commissioner of Education restricts students to having only one address as their “home” address

Important!
 All Day Care requests must submit application signed by both parent and care provider **prior to April 1** of upcoming school year — see website for form



Servicing your requests

- As we transport over 7600 students a day, response times will vary depending on urgency of matter and time of year
 - The first two weeks of school experience extremely high volume, and your patience is appreciated
 - For urgent needs, please use the White Plains Transportation phone number:
 - 914-422-2110
 - For non-emergencies, please use the “contact us” form on the White Plains School District website (transportation tab):
 - [Pupil Transportation - White Plains Public Schools](#)



An aerial photograph of a university campus, showing several large, modern academic buildings with flat roofs and extensive glass facades. A large, paved parking lot with many spaces and a few cars is visible in the center. The campus is surrounded by a dense forest of trees. In the far distance, a city skyline is visible under a bright, hazy sky. The word "SAFETY" is superimposed in large, bold, white, sans-serif capital letters across the middle of the image.

SAFETY

Safety Procedures



- Kindergartners must be accompanied by parent/guardian/designated adult at the bus stop daily
 - ✓ If a designated adult is not present, the bus will not release the kindergartner and will bring child back to school
 - ✓ All other students (grades 1-12) will be let off at their assigned stop, whether or not an adult is present
- Only assigned students, and bus monitors, are allowed to ride school bus
- Students are expected to swipe their ZPass card when getting on and off the bus
- All buses are equipped with internal and external cameras
- All buses are equipped with stop arm cameras
- Bus drivers are required to submit written reports on safety/conduct incidents
- Seat belts are provided on all buses; parents/guardians are strongly encouraged to speak to their children about using seat belts
- Students must stay a safe distance from the bus at all times—at least 10–12 feet away—to avoid the danger zone
 - ✓ The danger zone is the area around all sides of the bus where children are at the greatest risk of being hit or injured
- All schools conduct mandatory periodic safety drills to reinforce safety procedures

When buses are boarding/discharging ... traffic enforcement

NY State + The City of White Plains Safety Initiatives

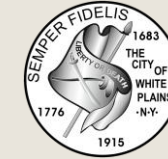
Operation Safe Stop — NY State



- Active street patrol units issue tickets to vehicles that pass a stopped school bus with flashing lights and/or stop arm extended
 - \$250 fine, 8 points on license, and/or 30 days in jail
- Red flashing lights mean the bus is picking up or discharging students
- Vehicles are required to stop, even on divided and multilane highways and school grounds
- Vehicles are required to stop in all directions, whether behind, oncoming, or cross-traffic



Bus Arm Cameras — White Plains City



- Buses are equipped with cameras that *automatically* photograph any vehicle passing a school bus with the stop arm extended
 - Ticket is issued and mailed to home
 - \$250 fine, issued by the City of White Plains
- All vehicles must stop for a school bus with stop arm extended and/or red flashing lights, regardless of direction of travel or number of lanes

ZPass Student Management System



Stop-by-stop rider verification

- Students are expected to swipe their ZPass RFID card when they get on or off a bus
 - Ensures accurate tracking of who is on a bus and when/where they get on/off
 - Reader captures each student's ID number when their card is swiped
 - It then securely transmits the card ID, along with date, time, and location, in real time to a secure server
- Each School will provide ID cards unique to each student
 - New ID cards will be issued annually
 - If a card is lost or damaged, please contact the school for a replacement

Multiple Considerations are used when defining “SAFE Bus Stop” ... including:

- Bus driver has a clear line of sight (forward and back)
- Adequate room on the side of road for parent parking
- Safe place for students to stand while waiting for bus
- Wherever possible, Right Hand/Side pick-up, minimizing need for student to cross busy streets
 - When crossing a street is unavoidable, bus drivers will explain NY State Department crossing procedures to student(s)
- Individual student special needs, as determined by CSE, Assistant Superintendent for Special Education and Pupil Services, the IEP, and/or district nurse

Changing the location of a specific bus stop

If parent/guardian requests a bus stop adjustment, the request will be considered taking into account all safety considerations as well as input from:

- WPCSD Transportation team
- Durham School Services (bus company)

Crossing Guard locations are determined by the City of White Plains Public Safety Office

- Questions regarding location assignment should be addressed to the City of White Plains

Crossing Guards



An aerial photograph of a school campus, featuring several large, modern buildings with flat roofs and extensive glass facades. A large, paved parking lot with many spaces is visible in the center. The campus is surrounded by a dense line of trees. In the background, a city skyline is visible under a bright sky with a large, glowing sun in the upper right corner. The text "PARENT/GUARDIAN ENGAGEMENT" is overlaid in the center of the image.

PARENT/GUARDIAN ENGAGEMENT

Parent/Guardian Responsibilities

Safe and Successful transportation begins at home

- ❖ Please ensure the student arrives at the bus stop *before* the bus is scheduled to arrive
- ❖ Accompany Kindergarten students to/from the bus stop each day
- ❖ Teach correct behavior on the bus, including:
 - *Use of seat belts*
 - *Staying seated at all times, especially when bus is in motion*
 - *Keep aisles clear*
 - *No physical altercations, yelling, or throwing objects at any time*
 - *Listen to instructions of Bus Driver at all times*
- ❖ Please contact the school for support regarding any concerns, including student behavior
- ❖ Please be certain the White Plains School District Family Information Center has your most current address and contact information, including an emergency contact

Bus Tracker

OVERVIEW

BusZone is a free app for parents/guardians, using live data from ZPass cards (ZPass card is the card a student swipes when boarding/diseMBarking the bus)

- Enables viewing of student bus location
- Enables push notifications when the bus enters an alert zone
- Provides real-time data of when and where the student got on or off the bus



For assistance, please email support team at:
buszone4153@SUMMITLLC.com

STEPS

- 1** Download the Bus Zone App: Available for free on the [Apple App Store](#) and [Google Play Store](#).
- 2** Enter White Plains Access Code: 4153WPBOE
- 3** Add Student Information: Enter your child's unique Student ID
- 4** Select your student's route number(s)
- 5** Configure Alerts: Set up your preferred alert zones and notification settings

Discipline Issues on Bus

If you become aware of a discipline or safety issue on bus, please engage the school and know the following:

Technology on the bus

- All buses are equipped with video camera, recording both visual and sound

School administrator will want as much information as possible

- Please contact the student's primary school ASAP
 - Providing date of incident and bus route enables rapid access to information

Bus drivers provide conduct reports

- Drivers are required to file bus conduct/incident reports, with name of students involved, should there be any issue during a ride

Students are held accountable for their behavior!

- All White Plains students on the bus, whether attending in-district or out-of-district, must abide by the school code of conduct

An aerial photograph of a school campus, featuring several large, modern buildings with flat roofs and extensive glass windows. A large, paved parking lot with many spaces is visible in the center. The campus is surrounded by a dense line of trees. In the background, a city skyline is visible under a bright sky with a large, glowing sun in the upper right corner. The text "PARENT/GUARDIAN RESOURCES" is overlaid in the center of the image.

PARENT/GUARDIAN RESOURCES

Weather + School Emergency Closings

Decision Process

- The decision to close or delay opening of schools due to weather will be made by 5:30 a.m. or as soon as possible
- ParentSquare will be used to send text, phone, and email to notify parents/guardians of school closings or early closings



Effect on non-public schools

- When White Plains Public Schools are closed due to inclement weather, there is *no transportation* provided to any other schools in or out of district

If non-public schools have different closing needs than White Plains

- When private or special education schools announce a delayed opening that differs from the district's schedule, the district will honor the delay

Links to forms/resources

Family Information Center

- For registering students in White Plains
- Primary resource for ensuring address and contact information is accurate
- 914-422-2038
- Email:
 - familyinformationcenter@wpcsd.k12.ny.us
- Link via the White Plains School District website:
 - [Family Information Center - White Plains Public Schools](#)

Alternative Site/Childcare Form

- For drop-off or pick-up locations different than home
- Available on White Plains School District Website, Transportation tab, under “forms”
 - [ChildcareProviderFormEn26-27.pdf](#)

Kindergarten Bus Release Form

- Names of adults authorized to meet Kindergarten student at bus stop
- Available on White Plains School District Website, Transportation tab, under “forms”
 - [authform26-27english.pdf](#)

Transportation to Non-public schools

- For White Plains residents going to private/parochial schools within White Plains
- Available on White Plains School District Website, Transportation tab, under “forms”
 - [26-27nonpublic.pdf](#)



THANK YOU! STAY #WPPROUD