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MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

OFFICE OF THE TRANSPORTATION DEPARTMENT

Bus Stop Procedures

- Bus stops are designed and assigned by the Transportation Department in accordance with the Department of Education guidelines, and Matawan–Aberdeen Regional School District Board Policy 8600.
- Grades PK-3. All students must be accompanied to their designated bus stop by an adult (18 years of age or older) as well as be met at the bus stop after dismissal by an authorized contact person via Parent Portal. The adult must be at the curb near the door of the school bus. If there is not an authorized adult to meet the student after dismissal the student will be returned to the school. The bus will not make a second attempt to drop off the student. The parent/guardian will be responsible to pick up the student from school.
- Grades 4 & 5. All students must have a release form on file if the student is not going to be met by an authorized adult at the stop. The release form can be found in the parent portal. If there is no release form indicated in Genesis, then they must be met at the bus stop by an authorized adult. The adult must be at the curb near the door of the school bus. If there is no adult to meet the student after dismissal the student will be returned to home school. The bus will not make a second attempt to drop off the Student. The Parent/Guardian will be responsible to pick up the student from school.
- Important notice. Transportation privileges will only be afforded to students who are in possession of a valid bus pass. Bus passes can be found in Genesis under the Parent Portal. Those students not in possession of a valid bus pass will not be permitted to board the school bus in the AM or PM.

Alternate School Bus Stops and Buses

- To ensure the safety of all students, they will ONLY be picked up and dropped off at their assigned bus stops.
  If you require an alternate bus stop you must fill out the "alternate bus stop" form and (1) mail it to the High School - Transportation Department: 450 Atlantic Avenue, Aberdeen, NJ 07747; or (2) email it to transportation@marsd.org. To obtain this form go to MARSD.org, click on Departments, then click on Transportation. Scroll down to the bottom of the page under Transportation Information click on Transportation Forms and Procedures. Remember, by law, a driver cannot drop off a student at any stop other than their assigned one, or an *AUTHORIZED* alternate stop.
- Students are NOT permitted to ride any bus other than their assigned one. Please do not have them board any other bus to go to a friend's house or alternate bus stop. This is for the safety of the students. We are unable to keep track of a student who is not on their assigned bus. If a student were to go missing for some reason we would have no way of helping the proper authorities in locating them. This is the most frightening scenario for any parent, student or school district.
- Please do not ask a "favor" of any driver to make alternate arrangements for your student. This will leave the driver open to legal issues, as well as possible loss of employment. Following the proper procedures for an alternate bus stop must be followed.

Important Notice. *Please note not all requests for Alternate School Bus Stops and Buses can be granted. This is a courtesy service provided only if there is currently a seat available and the existing bus route travels past the stop requested.*