

TRANSPORTATION OPENING-OF-SCHOOL GUIDE

2026-2027 School Year • Important Information for Parents & Guardians

1. INCORRECT INFORMATION ON BUS PASSES - PUBLIC STUDENTS

Bus pass error: If the bus number, bus stop, address, or other transportation information is incorrect, contact Transportation by phone or email as soon as possible. Staff will review the information and make necessary transportation corrections as quickly as possible.

Incorrect home address: The appropriate address-change procedure must be completed before Transportation can update the student's bus pass.

Process: Parent/Guardian → Registration Office → Address Updated → Transportation Department → Bus Assignment/Pass Updated.

2. BUS DELAYS DURING THE FIRST DAYS OF SCHOOL

- Buses may be delayed while drivers become familiar with new routes, students adjust to assigned stops, and area traffic patterns change.
- Transportation will send a ParentSquare message before school reminding families that buses may run later during the first few days and congestion may differ significantly once all area schools reopen.
- Families are asked to be patient while routes stabilize. Transportation staff will monitor routes and make adjustments where necessary to improve arrival and dismissal times.

3. AFTERNOON DISMISSAL - PARENT/GUARDIAN NOT AT STOP

Who this applies to: Kindergarten students and possibly 1st-grade students at private schools, as well as students whose transportation accommodations require an adult to meet them.

Public schools: Drivers will service each assigned stop one time only. They will not circle the block or repeatedly return when an adult is not present. The driver's trip sheet identifies students with special-education accommodations requiring an adult and includes student grade.

- Students who cannot be released will remain safely on the bus. After the route is completed, the driver will notify dispatch and transport the student to Kakiat Elementary School for parent/guardian pickup. Transportation staff will begin contacting parents and will report the information to the security team.
- Kakiat security keeps a log of all returned students and who picks them up.

Private schools: If the school is closed, the bus company will bring the student to its bus yard and call the parent. If the school is still open because of a later dismissal for older students, the bus company will return the student to the school and call the parent.

Kakiat Elementary School • 465 Viola Road, Spring Valley, NY 10977 • (845) 577-6145

4. REPLACEMENT / UPDATED BUS PASSES

- Building secretaries will receive step-by-step instructions for accessing and printing student bus passes at the school level.
- This allows schools to provide a copy of an existing bus pass immediately and helps reduce Transportation call volume.

5. NONPUBLIC - AFFIDAVIT SYSTEM ADDRESS CHANGES

- Parents must report an address change directly to the child's nonpublic school.
- The school verifies the information and notifies Transportation.
- If the District routes the student, Transportation updates routing and assignment. If not, Transportation forwards the change to the appropriate contractor.

Process: Parent → Nonpublic School → Transportation → District Router OR Appropriate Contractor.

6. NONPUBLIC - TRANSPORTATION APPLICATION ADDRESS CHANGES

- Families who received transportation through the transportation-application process should contact Transportation directly and provide the required updated information.
- Once verified, Transportation updates District-routed students or sends the information to the appropriate contractor.

Process: Parent → Transportation Department → District Router OR Appropriate Contractor.

7. COMMUNICATION & CUSTOMER SERVICE

- Additional phone stations will be established for the Transportation Hotline during the opening days of school.
- Additional staff will be assigned to assist parents with transportation questions and concerns.

TRANSPORTATION: 845-577-6490 | Hotline: 845-570-6498 | ERtransportationhelp@ercsd.org

STUDENT IDENTIFICATION, WRONG-BUS RESPONSE & COMMUNICATION

Opening-of-School Safety Procedures • 2026-2027

8. ELEMENTARY STUDENT BOOKBAG IDENTIFICATION TAGS

- During opening days, younger students may be unfamiliar with their bus number, assigned stop, or other transportation information.
 - Every elementary school student will receive a bookbag identification tag as an additional safeguard during PM dismissal and drop-off.
- The tag will include:** student name, student ID number, bus information, and parent/guardian contact information.
- The tags give drivers and school staff immediate access to important information if a student is unsure of the bus assignment or stop, and provide another way to identify and contact a parent/guardian if an afternoon transportation issue occurs.
 - Schools will be asked to ensure tags are securely attached to student bookbags and remain in place during the opening of school.

9. STUDENT BOARDS THE INCORRECT BUS - MORNING

- During opening days, a student may mistakenly board the wrong bus and arrive at the wrong school.
 - The Transportation Department will have 3-4 buses designated for shuttle service during the morning arrival period for the first two full weeks of school.
 - If a student arrives at the incorrect school, school staff will notify Transportation. Transportation will coordinate a designated shuttle to take the student to the correct school as quickly and safely as possible.
 - The incorrect school will notify the correct school to expect the student. Security personnel at the correct school will receive the student and walk the student to the main office.
- Process:** Student Arrives at Incorrect School → School Notifies Transportation → Transportation Assigns Shuttle Bus → Student is Safely Transported to Correct School.

10. STUDENT BOARDS THE INCORRECT BUS - AFTERNOON

- This procedure applies when a student boards the wrong bus, exits at the wrong stop, is placed on an incorrect route, or cannot be immediately located.
- Once Transportation receives notification, the District's head of security is advised. The school principal is contacted to determine what bus the child was placed on.
- Transportation contacts the bus contractor, interviews the driver, and requests video footage if needed.
- Transportation remains in communication with District security. Security will contact police if needed and assist with the investigation.

11. INTERNAL COMMUNICATION & CONTRACTOR PREPARATION

- District staff and transportation contractors need the most updated and accurate information, bus routes, and procedures.
- Each contractor met with Transportation leadership regarding contracts and expectations for the 2026-2027 school year and received an additional copy of accident procedures.
- If the contingency plan is approved, it will be shared with contractors by email.
- When route changes are made, contractors are emailed immediately and are expected to confirm receipt.

QUICK PARENT REMINDERS

- Review your child's bus number, assigned stop, and school before the first day.
- Keep the elementary bookbag identification tag securely attached.
- Make sure your contact information is current.
- Expect possible delays during the first few days while routes stabilize.
- Contact Transportation promptly if your bus pass or routing information is incorrect.

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