

# TRANSPORTATION PROCEDURES AND POLICIES

## ARRIVAL AND DISMISSAL PROCEDURES

1. The speed limit in our parking lot is 5 MPH.
2. Form a line in front of the building when driving children to school. When the children have left the car, proceed immediately to ensure the continuous flow of traffic. If you have school business, you must park in the upper parking lot after you have left your children off at the building. **Cars may not be left unattended in front of the building at any time for any length of time, nor may they be double parked at any time.**
3. When picking up K-8 children at the end of the school day, begin lining up your car at the sign near the playground. Proceed forward once the ECC car pools have finished. Children will be assembled and will be called as their car pools approach the school. See the *Early Childhood Center Handbook* for procedures for picking up ECC children.
4. If you cannot wait for your child in the car pool line, you must park in the upper parking lot and wait outside the building for a teacher to get your child.
5. If you are going away and your child will be in another person's care, please notify the school office. We need to know who will be caring for your child, even if that person will not be picking up your child. We will not release a child to anyone without prior arrangement having been made.
6. A child who has not been picked up by 15 minutes after dismissal time will be placed in the after school care program, and the parents will be charged \$15. Subsequent incidents will incur a \$30 fee.

## TRANSPORTATION CHANGES

If your child is not going home from school by his/her regular means of transportation (ie. getting off at a different bus stop, going home in a different car pool, etc.), please follow these procedures. For your convenience, note pads with this information are available from the office.

1. Send a note to the office, not your child's teacher, with all of the following information:
  - a. date of the change
  - a. your child's first and last name and grade
  - b. specific information regarding the change (who is picking your child up or with which other child he/she is going home)
  - c. your signature.
2. In lieu of a note, you may fax or email the information to the office.
3. If your child rides a bus, also tell the driver of the change.
4. Please do not call the office during the school day to make transportation changes unless it is an emergency. Without specific instructions from you, your child will be sent by his/her regular means of transportation.

## BUS TRANSPORTATION AND CONDUCT

1. Bus transportation is provided by the local school districts. Some routes are coordinated by the Educational Services Commission of Morris County and are planned to cover the geographical areas that can reasonably be covered. No route, however, is permanent, and each is subject to change as a result of population shift in a given area. Any questions or concerns regarding bus transportation

should be directed to the Director of Operations.

- a. Children must be waiting for the bus at the designated time and place. Any requests for changes in time or place of pick up or drop off must be directed to the Director of Operations and not arranged with the bus driver.
  - b. Bus drivers cannot deliver children to any address other than the stops listed on their schedule. However, it is especially desirable that your child know to which neighbor's home he/she should go in case no one will be home when he/she arrives from school. This will avoid the need for emergency calls by you and frightening situations for the child.
  - c. Students may not ride a bus other than the one to which they have been assigned. They may, however, get off at a different stop on their own bus as long as a note is sent to the office. If your child has a date with a friend who does not ride the same bus, be sure that private transportation is arranged.
2. To ensure that the ride to and from school is safe for everyone, students must behave in a responsible and respectful manner. Following the behaviors below will help to keep the buses safe and comfortable for everyone.
- a. Level I Behaviors
    - 1) Be seated with your seat belt buckled when the bus is moving
    - 2) Do not exit the bus once you have boarded
    - 3) Speak quietly at all times
    - 4) Use only appropriate language
    - 5) Do not speak in a way that teases, hurts or harasses others
    - 6) Keep the bus clean
    - 7) Do not eat or drink on the bus without the permission of the driver
    - 8) Follow the bus driver's directions as soon as they are issued
  - b. Consequences of Level I Misbehavior are parental notification **and** one or more of the following:
    - 1) Warning
    - 2) One to three days in-school detention
  - c. Level II Behaviors
    - 1) Keep hands, head and feet inside the bus
    - 2) Do not throw any object on the bus or out of the bus
    - 3) Do nothing to threaten the safety of others on or off the bus
    - 4) Do not vandalize the bus or anyone's personal property
    - 5) Do not hit, punch, kick, or physically assault another student
    - 6) Do not act in a disrespectful or defiant manner toward the bus driver
    - 7) Do not use sexually explicit, inappropriate, or derogatory language or obscene gestures
  - d. Consequences of Level II Misbehavior or Continued Level I Misbehaviors are parental notification **and** one or more of the following:
    - 1) One to five day bus suspension
    - 2) One to three day in-school suspension
  - e. Level III Behaviors
    - 1) Do not be in possession or use any of the following:
      - a) Weapons
      - b) Matches or lighter
      - c) Controlled substance including drugs, alcohol and tobacco
  - f. Consequences of Level III Misbehavior or Continued Level II Misbehaviors are parental notification **and** one or more of the following:
    - 1) Removal from bus for an indefinite period
    - 2) Three to ten day suspension from school
    - 3) Contact with police or District Attorney's office