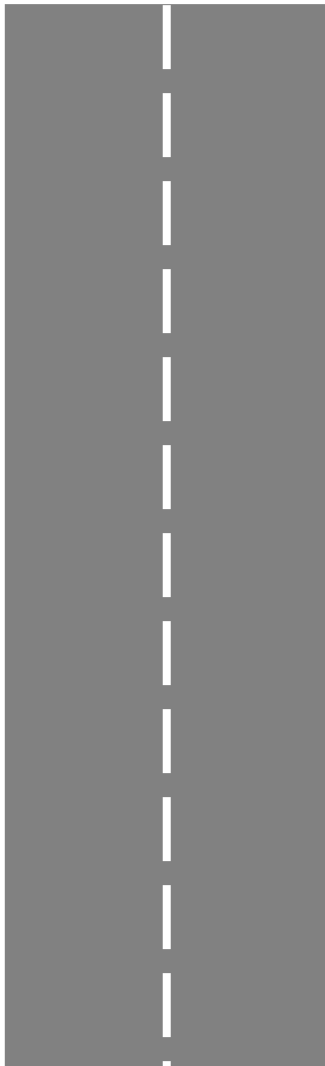


Rev: December 2015

# Student Transportation



# Handbook



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**SHENENDEHOWA**  
CENTRAL SCHOOLS

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Note: This handbook is not all inclusive. Please contact the transportation department if you don't find what you are looking for in this handbook.

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# Student Transportation Handbook

## **POLICY**

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### ✓ **Board Policy 5710 states that:**

Transportation shall be provided to eligible students residing in the district in compliance with all applicable federal and state laws, regulations, and local policies. The major objectives of the transportation department shall include the following:

- ◆ To provide safe and efficient service in an equitable manner to students.
- ◆ To adapt busing to the needs of the instructional program where practical.
- ◆ To explore and implement cost effective procedures and practices where practical.
- ◆ To maintain all vehicles in the best possible condition.
- ◆ To train staff to meet and exceed legal requirements for safety.

## **GUIDELINES**

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### ✓ **School bus scheduling and routing**

The school transportation director will determine the district's school bus schedules and routes for students following the guidelines below:

- ◆ Safety will always be the first consideration in establishing bus routes and bus pick-up points.
- ◆ Similar transportation shall be offered to all children in similar circumstances residing in the district.
- ◆ Distances from home to the school building attended shall be measured by the nearest publicly maintained route.
- ◆ For students on regularly scheduled *in-district* bus routes, to the extent that resources allow, scheduled travel time should not exceed one hour either to or from school, however, based on your home address, and the location of the school your child attends, the bus ride could exceed an hour, and may go as high as one and a half hours.
- ◆ To minimize both driver and student confusion in busing students, elementary students must ride the same bus and be dropped off at the same address each school day. However, parents may opt to send their child to a day care on an alternating basis, example; the day care arrangement can be for Monday and Wednesday and home Tuesday, Thursday and Friday or any combination of between school and day care and school and home, the important thing to remember is the day care arrangement must be consistent throughout the school year. Please refer to District policy 5720R for further information.  
<https://drive.google.com/a/shenschools.org/file/d/0ByBDshT11ZueWWWhTNFhEM1lwNXM/viaw?pli=1>
- ◆ Please see *Special Transportation, Emergency Busing*, page 9. High school and middle school students may have busing to/from two locations within the district, excluding places of business per policy, with a named responsible adult at the alternate address given, by completing the alternate

transportation form. Bussing will be arranged to both locations and students may ride either route at your discretion. High school and middle school students may ride a different bus, if this is a onetime deal, upon presentation of a bus pass to the bus driver. Bus passes are available at your school office, processed with information obtained from a note from the parent/guardian. Please note, bus passes will only be honored on seat availability basis – regularly assigned passengers have first right to their seat before a student with a bus pass.

- ◆ Students may board different buses in the morning for daycare reasons only. This arrangement must have prior approval by the transportation department. Approval is subject to the availability of buses servicing the alternate bus stop requested.
- ◆ Students are not permitted to cross Route 146, Route 9, and Sitterly Road when boarding or departing the bus.
- ◆ Transportation is not provided to/from places of business and is strictly prohibited.

## **TRANSPORTATION TO CHILD CARE LOCATIONS REGULATIONS**

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Transportation to child care locations is available for students in grades K-8. Transportation to a child care location outside the attendance boundaries established for the school a student attends may often involve a longer bus ride than usual. It may also involve riding a shuttle bus or transferring between buses at a transfer site, or pick-up and drop-off at a centralized site.

For a student whose family’s request for busing is not met by Policy 8418, assignment to a school outside the student’s attendance zone boundaries may be considered under the “extreme hardship” provision of Policy 5153, Assignment of Students to Schools.

<u><b>If a child’s residence is located in the attendance zone for</b></u>	<u><b>Busing will be available to child care locations only in these attendance areas</b></u>
Chango	Chango, Karigon, Orenda, Arongen, (north of Route 146) And the Route 146 corridor*
Karigon/Orenda	Karigon, Orenda, Chango, Arongen, Skano, Tesago, Shatekon
Arongen	Arongen, Karigon, Orenda, Skano, Tesago, Shatekon
Shatekon	Shatekon, Arongen, Karigon, Orenda, Skano, Tesago, Okte
Skano/Tesago	Skano, Tesago, Okte, Arongen Karigon, Orenda, Shatekon
Okte	Okte, Skano, Shatekon, Tesago, Arongen, (south of Route 146) and the Route 146 corridor*

Note: Elementary attendance boundaries are subject to change to accommodate changes in the elementary population. If new boundaries are established, it is possible that busing availability will also change.

\* “Route 146 corridor” describes an area encompassing day care providers located along Route 146.

Implementation of alternate transportation requests received during the last week of August through September may be delayed due to the volume of requests. Apply early in the summer to guarantee transportation on the first day of school.

## **BUS STOPS**

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### ✓ **Determining safe bus stops:**

A number of safety factors are considered when determining bus stops. These include the student’s age, grade level, the type of road that the stop is placed on, its speed limit, the proximity of residences, whether the road is straight or curved, and the number of students needing pick-up or drop-off in the area. The measurement to a bus stop is made from the end of the driveway closest to the road of the resident to the bus stop assigned.

### ✓ **Length of walk to and from bus stops:**

Elementary (grades K-5) – *.2 mile maximum*

Secondary (grades 6-12) – *.3 mile maximum*

In general, students will not be asked to walk a greater distance than the maximum for his/her grade level; however, students will walk varying distances. Requests from residents who do not have children attending school will also be considered in determining placement of bus stops.

Buses will not travel on dead end streets or cul-de-sacs without prior approval and review by the Director of Transportation.

Families are notified of bus stops and **approximate** pick-up and drop-off times by mail in August. This information is also available on the Infinite Campus parent portal (note, Infinite Campus does not show day variant or alternate transportation schedules, please check with Transportation if your child has alternate day care, or alternate home transportation schedule). Students must use the assigned bus stop as designated by the school district. Requests for bus stop changes will be made for legitimate safety concerns. Personal family challenges are not criteria for a bus stop change. Requests for change in bus stop must be requested in writing. A form is available on the website, under the Transportation tab at [www.shenet.org](http://www.shenet.org).

Students must plan to be at their bus stop at least 10 minutes early. It is the responsibility of the parent/guardian to see that their children arrive at the designated bus stop at the appropriate time.

Students are expected to board the bus and sit down as quickly as possible. In order for students to arrive at school on time, it is important that they be ready for pick-up.

Parents/guardians are responsible for the behavior and safety of their students at the bus stop until they enter the bus and after they depart the bus.

## **MEDICAL CONDITIONS**

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A student's medical condition that may require special transportation arrangements must be reported to the school nurse as well as to the Director of Transportation. Student records will be kept confidential with information shared only on a "need to know" basis. Please update medical information to the Director of Transportation annually or when changes occur.

## **BUS IDENTIFICATION**

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Each bus has a **route number** posted on a sign located in the second window on the entrance door side of the bus. These identifiers should be used to find the correct bus at bus stops and bus ports. *STUDENTS SHOULD NOT RELY ON THE PAINTED BUS NUMBERS*, as the bus assigned to the route may change due to maintenance or assignment to a special trip.

# CROSSING RULES

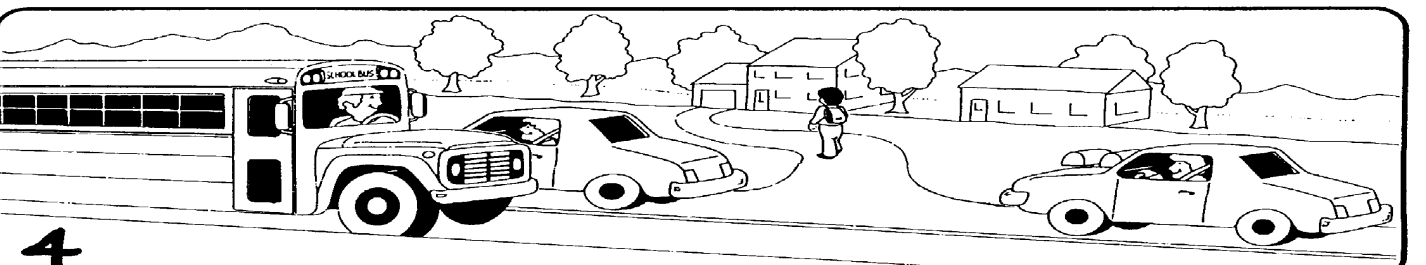
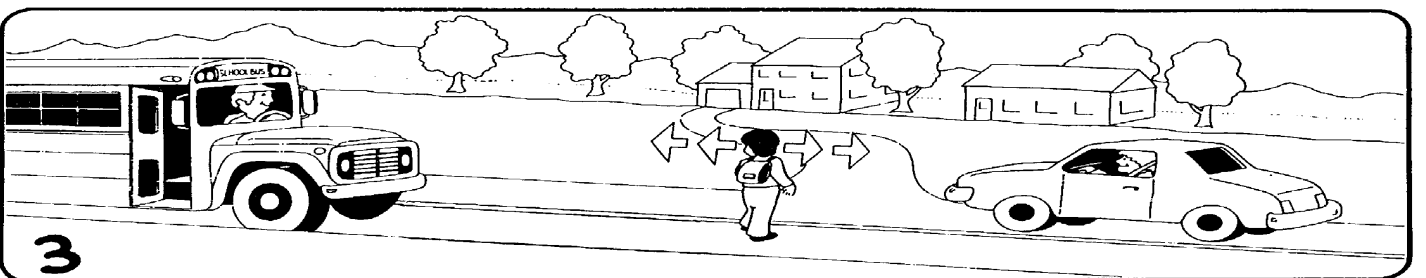
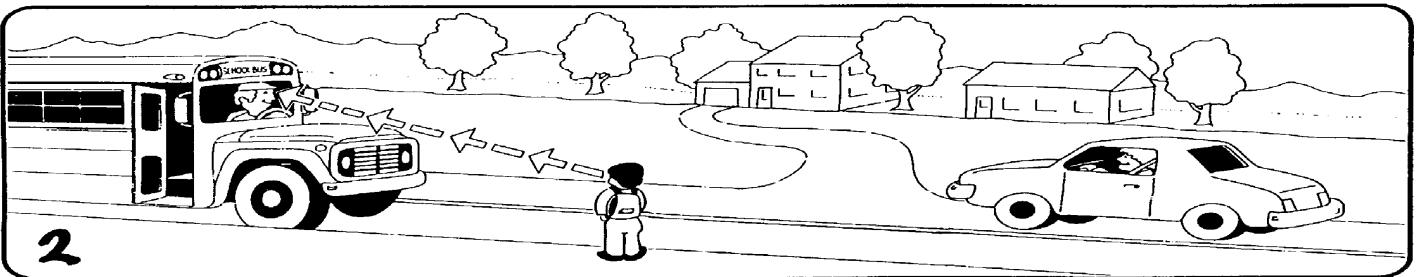
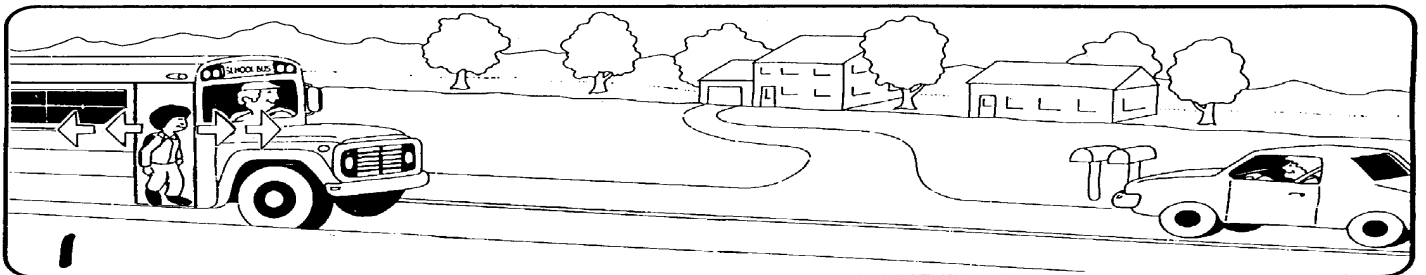
Crossing the highway safely is vitally important. All students must follow the bus driver's instructions when crossing a road. The driver will release students who cross before releasing non-crossers.

At a stop where there are children who have to cross in front of the bus (crossers) and children who do not (non-crossers), the driver will instruct the crossers to walk forward of the bus until they can see the driver's instructions. Students should look at the driver and wait for the driver's signal, stop at the side of the bus, and look both ways before continuing across the highway. If warned by the driver (by sounding the horn), the student should return to the starting point on the safe side of the street.

After all crossers are released from the bus non-crossers will then be allowed to leave the bus. They should walk away from the bus and out of the danger zone. Children will not be permitted to cross in back of the bus. Children should be instructed not to go to their mailboxes or to linger near the stop, because the driver has been instructed and State law requires the driver not to move the bus if there are students within fifteen (15) feet of the bus.

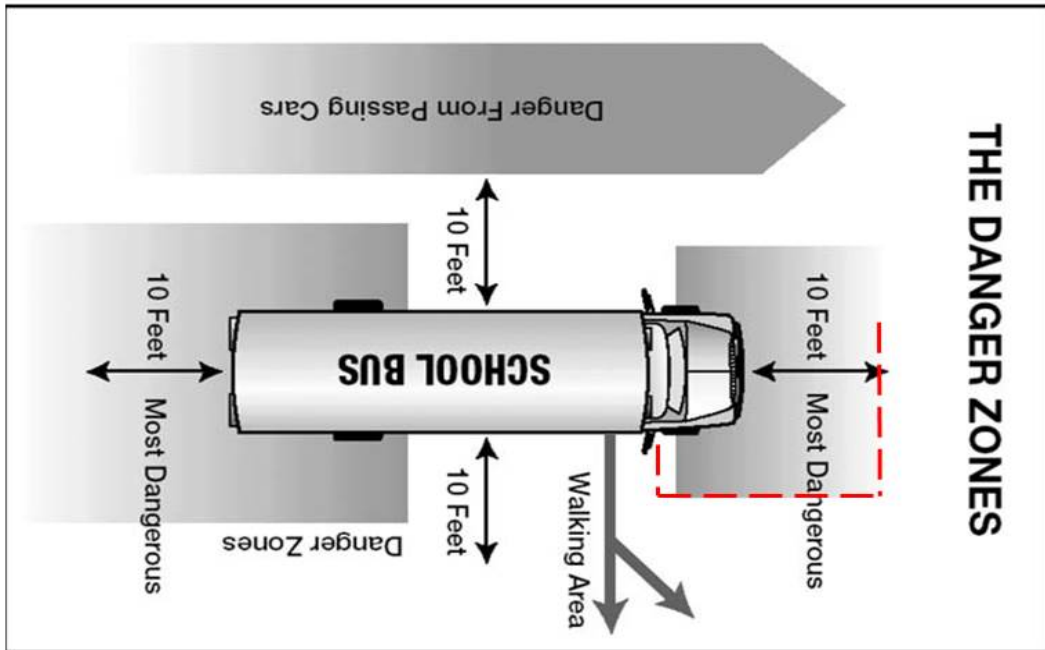
Please refer to the diagram below for an illustration on how to cross in front of the bus safely, as well as the bus danger zones.

## HOW TO CROSS SAFELY



The above illustration shows the correct crossing procedures.

- Check before you step (look left-right-left) before getting off the bus.
- When crossing, walk far enough in front of the bus so you see the bus driver's face and the bus driver can see you.
- Wait for the driver's signal, then proceed to cross. Just before you enter traffic, stop and look left-right-left. If okay, proceed quickly across the street. Remember if the driver blows the horn, go back.



\*For their own safety, students/parents must obey directions from the bus driver

----- Students path for crossing



## **STUDENT CONDUCT ON SCHOOL BUSES** \_\_\_\_\_

It is important that all children behave properly and safely on the school bus and for parents to discuss safety and behavior with their children. We do consider the school bus as an extension of the classroom and therefore expect students to behave accordingly. The district's *Code of Conduct for the Maintenance of Order on School Property* relative to school transportation services can be accessed on the district's website:

<https://drive.google.com/a/shenschools.org/file/d/0ByBDshT11ZueWFZMLS1hbGp0Qlk/view?pli=1>

<https://drive.google.com/a/shenschools.org/file/d/0ByBDshT11ZueM3I0WGE1Yk1UNW8/view?pli=1>

## **SEAT BELTS/BUS DRILLS** \_\_\_\_\_

The use of seat belts is not mandated on school buses in New York State. If it is the parental choice to have your children use a seatbelt when riding the bus, parents must encourage them to do so.

Students are trained to properly use seat belts. School bus drivers will instruct students on the proper use of seat belts during the three (3) mandatory bus drills scheduled during the school year.

New York State law **requires** drills which include **practice** and instruction in the location, use, and operation of the emergency door(s) and windows as a means of escape in case of a fire or accident and location of the first aid kit and fire extinguisher. Drills shall include instruction in safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking. Drills shall also include instruction in the importance of orderly conduct by all passengers with specific emphasis given to student discipline rules.

## **KINDERGARTEN TRANSPORTATION** \_\_\_\_\_

*If a kindergartner is the only child at the stop, a parent, guardian, or designee must be at the stop to meet the bus. Kindergarten students whose afternoon drop-off is a neighborhood bus stop will be let off the bus with the other students at the stop. It is strongly recommended that they also be met by a parent, guardian, or designee.*

Kindergartners should wear identification tags for at least the first week of school. If a tag is lost, parents should prepare a similar "tag" for the student to wear. Tags should indicate student name, route number(s), bus stop(s), and school name.

A child who is simultaneously enrolled in more than one kindergarten program shall receive transportation to and from only one of those programs. If one of the programs is a non-public school program that shall be the program to which the child receives transportation. The non-public request may be canceled only through a letter from the student's parent. This restriction shall not apply to students with disabilities placed by the Committee on Special Education.

Kindergarten students are expected to use the same bus stops as all other elementary age students.

Kindergarten students are not guaranteed a home bus stop.

Kindergarten students will be assigned seats in the front of the bus.

Escort kindergartners and other young children to the bus stop. Likewise meet them at the bus stop in the afternoon. Kindergarten students will not be released from the bus on mid-day runs unless a parent/sibling is present to escort the student home. PM Kindergartners, will be released if they are part of a group stop, otherwise, they will not be released if they are the only one at the stop and no parent is present. In this case, the student would be returned to the school of attendance for parent pickup.

## **SPECIAL TRANSPORTATION** \_\_\_\_\_

### ✓ **Emergency busing:**

Parents/guardians of elementary age students may request a busing change on a short term, emergency basis. In these cases, the student should bring a note from the parent/guardian to the principal who will authorize this request by issuing a pass that is to be presented to the bus driver. These kinds of arrangements will be approved based on the seats available on the bus. Any permanent change in busing must be requested through the transportation department using the Alternate Transportation Form, which is available at [www.shenet.org](http://www.shenet.org).

### ✓ **Injury or temporary medical condition:**

Requests for special transportation due to an injury or other medical condition, of short duration, must be accompanied by a medical certification form completed by the student's physician to be approved by the Director of Transportation or the director's designee. The medical certification should include the expected duration for the need for special busing. Every effort will be made to provide the special busing needed. It should be noted that riding a small bus will necessitate navigating stairs.

## **LATE BUSES** \_\_\_\_\_

The high school and middle schools are provided late buses on Monday, Tuesday and Thursday. The late buses leave high school east at 4:00 p.m., high school west at 4:05 p.m., and the middle school at 4:15 p.m. (from the Acadia/Koda bus port). Routes will be established and posted in the appropriate schools. All students using the late buses must present to the bus driver a completed and signed bus pass obtained at the school. Students are usually required to walk a longer distance from the bus stop to home on late bus routes. Students will not necessarily be dropped off at their normal bus stops.

## **BUS PASSES** \_\_\_\_\_

### ✓ **Students riding their assigned bus home, but getting off at a different stop:**

Students are allowed to get off their assigned bus at a different stop (providing it is an existing stop) with parental permission after the first month of school. A written request from the parent(s) must be submitted to the school and students will need to present a school-issued bus pass to give to the bus driver.

### ✓ **Students riding a bus home that is not their assigned bus:**

*Prior to October 1 every year:*

No student will be allowed to ride a bus home other than their assigned bus.

*After October 1 every year:*

Students in grades 9-12 will be permitted to ride buses other than their assigned bus with parent permission (providing the stop is an existing stop and there is available capacity on the bus). Students will need to present a school-issued bus pass. We do not transport to places of business or after-school employment.

Students in grades 6-8 will only be permitted to ride buses other than their assigned bus for the following reasons (providing the stop is an existing stop and there is available capacity on the bus):

1. Emergency situation (i.e., parent is stuck in traffic and unable to get child off the bus). Notice should be provided as soon as possible.
2. Temporary changes in childcare. The parent must provide written notice seven (7) days in advance. \*
3. Existing residential stops for “not for profit” organizational activities held after school. The parent must provide written notice seven (7) days in advance. \*
4. Team work on school projects - requires parent note with teacher signature.
5. Students **may not ride** another bus for the purpose of a “**play-date.**”
6. We do not transport to places of business.

\* Students will need to present a school-issued bus pass.

Students in grades K-5 will only be permitted to ride buses other than their assigned bus for the following reasons (providing the stop is an existing stop and there is available capacity on the bus):

1. Emergency situation (i.e., parent is stuck in traffic and unable to get child off the bus). Notice should be provided as soon as possible.
2. Temporary changes in childcare. The parent must provide written notice seven (7) days in advance. \*
3. Existing residential stops for “not for profit” organizational activities held after school. The parent must provide written notice seven (7) days in advance. \*
4. Students **may not ride** another bus for the purpose of a “**play-date.**”
5. We do not transport to places of business.

Students will need to present a school-issued bus pass.

\* In addition, a confirming note must be sent on the day the student will change routes.

## **FIELD TRIP AND EXTRACURRICULAR ACTIVITY TRANSPORTATION**

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Upon approval of a trip by the building principal, school vehicles may be used to transport students if buses are available. Students are expected to adhere to the *Code of Conduct for the Maintenance of Order on School Property* during out-of-district trips.

## **BRINGING ITEMS TO SCHOOL**

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All of the items that students bring to school should be carried in a carrying case, such as a tote bag or backpack, which must be small enough to be held on the student's lap. Large items, food for class parties, and prescription medicines may not be transported by school bus.

Loose papers are a serious safety hazard and should be carried in a backpack. Dangling items on backpacks may be a serious safety hazard as they may catch on the handrail or in the entrance door.

### ✓ **Transporting Large Objects and Musical Instruments:**

New York State Department of Transportation and federal regulations *PROHIBIT* bringing large items and large musical instruments on school buses that may interfere with the safety and comfort of passengers. No items can be transported that block the aisle or the emergency exits. All carry on items must fit on the student's lap, on the floor in front of the student, or (with exception) under the seat.

Examples of items not allowed on buses include: Large musical instruments such as alto clarinet, bass clarinet, contra bass clarinet, baritone saxophone, cello, guitar, tenor saxophone, tuba, baritone horn, string bass; also large school projects, skateboards, bikes, fishing poles, skis and poles, and sleds.

### ✓ **The following items are a partial list of musical instruments *allowed* on the bus *if held on lap*:**

Piccolo, oboe, flute, soprano clarinet, bassoon, snare drum, alto saxophone, French horn, trumpet, violin, trombone and viola.

### ✓ **Other items *not allowed* on the bus. These include, but are not limited to:**

Any weapons, pets or any live animals, glass containers, any flammable liquids or unsafe objects as determined by the school bus driver.

# LOST ARTICLES

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Clothing articles left on the bus are normally kept on the bus for two days so that students can reclaim them. If not claimed, articles are placed in the lost and found cabinet in the transportation office and are available for pick up by parents. All personal items should be labeled.

Electronics and other valuables are turned in to transportation's main office. These items may be picked up in the main office of the transportation department between the hours of 6:15 a.m. and 5:15 p.m., Monday through Friday, with limited hours during school breaks.

Please **label** students' belongings, such as clothing items, book bags, hats, shoes, boots, musical instruments, and lunch bags so they can be identified, this should **include cell phones and other electronics**.

**All unclaimed items will be disposed of every six-to-eight weeks.**

# NON-PUBLIC SCHOOL TRANSPORTATION

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## ✓ Requirements

Under State Education Law, the Board of Education is required to provide transportation for resident pupils who attend non-public schools. The provision of this transportation is broken into two categories – students residing fifteen (15) miles or less from the school attended and students residing *over* fifteen (15) miles from the school attended. They are:

- ◆ Transportation from neighborhood bus stops is provided to students attending non-public schools when *the distance from the center of the pupil's driveway to the drop-off point at the school is fifteen (15) miles or less*. The distance is measured by the nearest available publicly maintained route.
- ◆ Transportation is provided from central pick-up points when the approved school is over fifteen (15) miles from the student's residence (measured as above). An approved school is one attended by students living within fifteen (15) miles of the school. The parent is responsible for transportation of the pupil to/from the pick-up point.

Each year the Director of Transportation will establish centralized busing points based on the requests filed for busing by the parents/guardians of non-public students by the April 1 deadline. The district is not responsible for providing transportation to or from the centralized busing location. However, a district may provide school bus transportation to a student if the residence of the student is located on an established route for the transportation of students to the centralized busing location, provided such transportation does not result in additional costs to the district.

A student, who lives more than fifteen (15) miles from the non-public school he or she attends, and who is receiving transportation between that school and a central pick-up and drop-off point, may disembark from the bus at an established bus stop other than the central drop-off point. In that case, the student's parent (guardian) must submit a signed request identifying the bus stop at which the student is to disembark. Moreover, an adult living within .2 miles of the bus stop must be designated as being responsible for the student once he/she leaves the bus. A new bus stop may not be established to accommodate a request pursuant to this regulation. This regulation does not authorize a student to transfer to a different bus, or to use any bus other than that which runs between the school the student attends and the central pick-up or drop-off point.

When scheduling pick up and delivery times, a high priority will be given to the development of bus routes serving students attending those non-public schools with the highest number of Shenendehowa students.

## **Application for Non-Public Transportation**

All reasonable means shall be employed to notify district residents and, in particular, parents of children currently attending private and parochial schools of the relevant deadlines for filing of an application for transportation. April 1 is the deadline for non-public school students receiving transportation and who desire to continue for the next school year. The April 1 deadline also applies to students living within the district who may be considering non-public attendance for the following school year. An application should be filed (available at [www.shenet.org](http://www.shenet.org)), even if the parent (guardian) has not made a final decision. The deadline for requests for transportation from new residents of the district is thirty (30) days after establishing residence in the district.

The school district continues to permit parents of non-public school children to submit transportation requests for more than one (1) school by the April 1 deadline and/or permit parents to transfer the original request by the April 1 deadline. However, all requests must be finalized in writing no later than May 15 of each school year.

A child must be five years old on or before December 1 of the school year for which busing is requested to be eligible for busing (same as public school).

All children, for whom proper written application is made before the appropriate deadlines as provided for in Education Law and for distances within the limits specified in the Education Law, shall be assured of receiving transportation to the requested school.

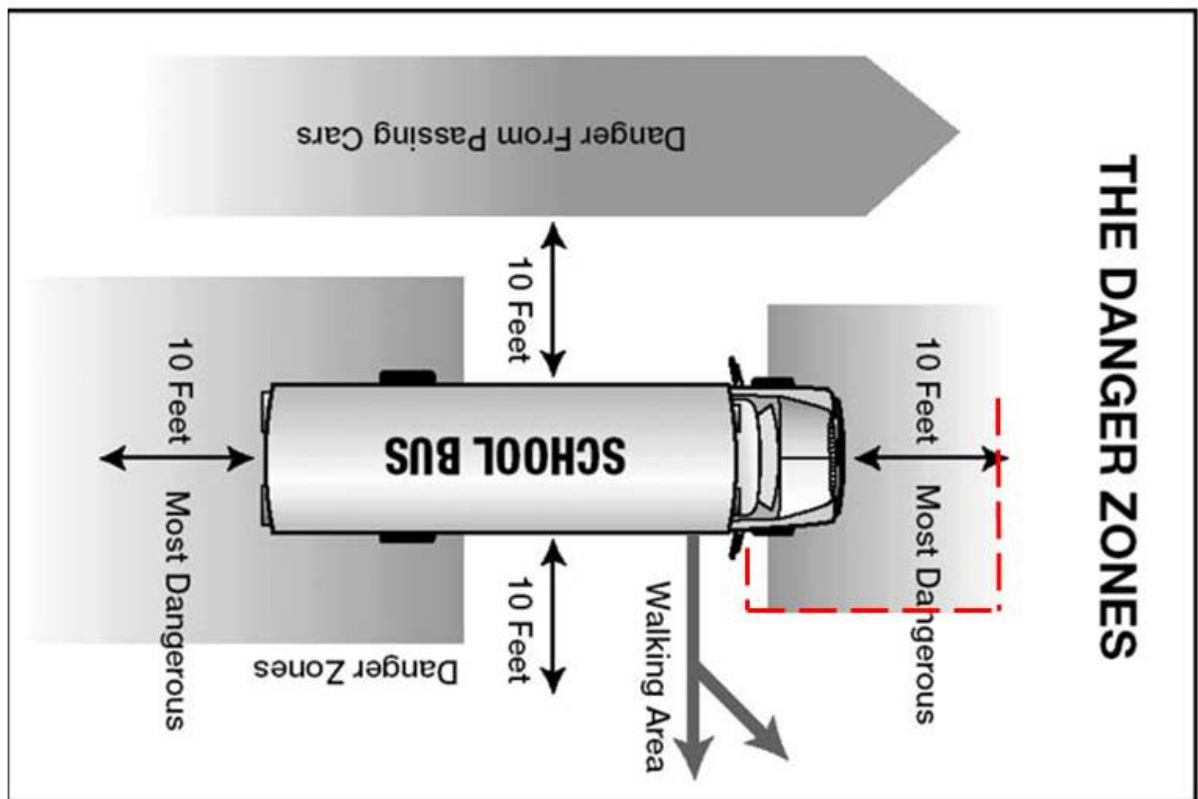
If a parent has made application for a non-public school by April 1 and then, for whatever reason, moves within the school district, the parent must notify the district registrar and submit a new application for transportation from the new address within thirty (30) days of the move to ensure busing. If the mileage exceeds fifteen (15) miles, it will become the parents' responsibility to transport the child to/from an appropriate pick-up/drop-off point.

Form for transportation to a non-public school may be obtained on the Shenendehowa Central Schools website: <http://www.shenet.org/departments-services/transportation/transportation-to-non-public-schools/>.

## **Bus Safety Tips for Parents**

Parents play an important role in the area of school bus safety. While we make every effort to teach school bus safety and will continue reviewing these important lessons with students, parents are asked to support and reinforce bus safety with your children. Here are some very important safety reminders:

- Provide your children with backpacks and remind them to use them for all their school papers. Loose papers are a serious safety hazard.
- Teach your children to wait for the bus a safe distance away from the curb. Horseplay, pushing, and shoving near the street can be dangerous especially with oncoming vehicles.
- Establish a set time in the morning for your children to be at their bus stops--not too early and not too late. Ten minutes before the bus is scheduled to arrive is sufficient time to allow everyone to be safe.
- Advise children that when exiting the bus they are to get off the bus and immediately move away from the bus.
- Escort kindergartners and other young children to the bus stop. Likewise meet them at the bus stop in the afternoon. Kindergarten students will not be released from the bus on mid-day runs unless a parent/sibling is present to escort the student home. PM Kindergartners, will be released if they are part of a group stop, otherwise, they will not be released if they are the only one at the stop and no parent is present. In this case, the student would be returned to the school of attendance for parent pickup.
- Always have your children cross in front of the bus. Eye contact between your child and the bus driver is critical when crossing. The bus driver will determine when it is safe to cross the street and will give the student the universal crossing signal to cross the highway.
- Remind your child to always look LEFT-RIGHT-LEFT before crossing the street. Not all drivers stop for stopped school buses. Students must be trained to look out for cars passing stopped school buses. If the driver sounds the horn, students should return to the starting point.
- Although all large buses have mirrors that help the bus drivers see children outside of the bus, there are still BLIND SPOTS which make it difficult for bus drivers to see small children who may be near the outside of the bus. If students drop anything near the outside of the bus, they should leave the item on the ground and move away from the bus. After the bus has left the stop, the item can be retrieved. Bus drivers cannot see all areas around the outside of the bus.
- Use classroom voices on the bus. Loud noise is distracting to the bus driver.
- Elementary students are assigned seats on the bus. Students must adhere to their seat assignment.
- Certain types of clothing can create a hazard as your child gets off the school bus. Especially dangerous are long dangling jacket or sweatshirt drawstrings, long backpack straps, long scarves or other loose clothing, and key chains on backpacks. In recent years a number of children across the U.S. have had their clothing caught in the door of the bus or the handrail as they exit the bus. Please eliminate these dangerous dangling catch-alls from your child's clothing/belongings.



\*For their own safety, students/parents must obey directions from the bus driver

----- Students path for crossing

The illustration above shows the DANGER ZONES around a school bus. If your child walks into any of these areas in the process of getting on or off a bus, your child is in the DANGER ZONE.

## THE DANGER ZONES ARE:

1. CLOSER THAN 10 FEET FROM THE FRONT BUMPER. Make sure your children understand the importance of crossing far enough in front of the bus so that the bus driver can see them and they can see the bus driver. Students should make eye contact with the bus driver prior to crossing the highway.
2. SIDE OF THE BUS AND REAR TIRES. If your child can touch the bus at any time other than when getting on or off, then YOUR CHILD IS IN THE DANGER ZONE.
3. BEHIND THE BUS. This is a complete BLIND SPOT for the school bus driver, since no mirror or combination of mirrors can help the bus driver see behind a bus.



## School Bus Driver, Attendants and Monitors: Important Safety Alert— Children’s Clothing Caught on the Bus

Across the United States, children continue to be injured or killed when their clothing is caught on the bus handrail, door, or other equipment, and they are dragged by the bus.

Long jacket or sweatshirt drawstrings, backpack straps, long scarves or loose clothing are especially dangerous.

Your vigilance can prevent a tragedy. Remember these student loading and unloading safety tips:

- Never move the bus unless you are absolutely certain all children are safely out of the Danger Zones. Never rush while unloading children.
- Count children as they exit the bus. If you have lost count of a child outside the bus, shut the bus off, secure it, and check underneath.
- Watch for children with long drawstrings or other loose clothing, or children carrying loose papers or other items—expect the unexpected.
- Make sure your bus handrail is not attached to the bus at such an angle that it can catch a drawstring easily. Check with your supervisor. Dangerous handrails should be changed immediately.
- Remember children’s clothing also has been caught in bus doors, the fire extinguisher, seatbelts, and the step outside the entrance door.
- After discharging, scan the entire area carefully before moving, and be alert for any warnings (from bystanders, teachers, motorists outside the bus, or students inside) as you pull away from the stop. Quiet your passengers and turn the two-way radio down to hear last-second warnings.



**Loading and unloading children is the  
Moment of Truth—  
let nothing distract you!**

**Below are some specifics we would like for you and your student(s) to know:**

- Please remember the pickup and drop-off times are **“APPROXIMATE.”** We don’t **guarantee an exact pickup and drop-off time!**
- Please have your child at the stop at least 10 minutes early. Times of pickup will vary. Sometimes the bus may be running a couple of minutes early or late with respect to the “advertised” approximate time. Please **call the Transportation Department** if the bus is running late **more than 10 minutes**. Above all else, tell your children not to run after a missed school bus – doing so can be very dangerous!
- Children **should not wait inside the home, the garage, or in the car waiting on the bus to arrive**; it is very hard for the driver to see them. The driver may end driving past the child.
- The designated stops are **SUBJECT TO CHANGE**. If your child(ren)’s bus stop changes, we will notify the student(s) and the parent(s) either verbally, telephonically, in writing or a combination of. State Education Department mandates that we run an efficient routing system, therefore changes are inevitable.
- Door to door pickup and drop off is for students who live on specially designated roads and children with special needs (IEP), if the IEP directs us to do so.
- ***Please make sure your house number is visible on both sides of the mail box from the road.***
- By law, we cannot allow any object (including any athletic equipment or musical instruments) that cannot fit on the lap of a child to be brought on the bus. Equipment or instruments that do fit on the lap may not be higher than the seat in front of your child. Please check the District’s website for more information on this topic.
- Bus drivers, by law and regulation, **are not allowed to wait or beep the horn at your stop.**
- Objects with sharp points, such as umbrellas, are not allowed on the buses due to safety concerns, umbrellas with blunt rounded tips are okay.
- Please encourage your child to use his or her seat belt and to remain seated at all times.
- **Eating and drinking on the bus is not allowed** due to safety concerns – Choking and or ALLERGIES. There are hundreds of students with food allergies that ride our buses daily, some life-threatening.
- **Kindergarten Students who are the only one assigned to a bus stop and students with special needs that need to be received by an adult, whose parent(s)/guardian(s) are not home will be returned to their school of origin. All other kindergartners will be dropped off if they are assigned to a group stop; it is the parents’ responsibility to meet them at the stop.**
- Bus drivers have the final say on seating arrangements for students.
- **Buses will not be allowed to go back for children who are not out at the stop prior to the arrival of the bus and who miss being picked up.**
- School buses are no different than the classroom, we expect students to behave, remain seated during the bus ride, doing otherwise will result in a bus referral.
- Bullying is not tolerated and will result in a bus referral.
- School bus drivers do not have the authority to change a bus stop for any reason. Please contact the main office for this request.

- Last but not least, the parent(s) is/are responsible for their child to and from the bus stop.

**Thank you**

**Have a safe school year!**

**Shenendehowa  
Central  
School  
District  
Transportation  
Department**

For more information regarding student transportation services contact the Shenendehowa Transportation Department

881-0240

or at

[transportation@shenet.org](mailto:transportation@shenet.org)

Visit us on the internet at [www.shenet.org](http://www.shenet.org)  
Under District Links, click on Transportation