

Business/Non-Instructional Operations

Transportation

The Board of Education will provide transportation, under provisions of state law and regulation, under contract, for all students who qualify for such service, except in those instances wherein the services may be provided more economically by other means.

The Superintendent of Schools shall administer the operation so as to:

1. Provide for maximum safety of students.
2. Supplement and reinforce desirable student behavior patterns.
3. Assist handicapped students appropriately.
4. Enrich the instructional program through carefully planned field trips as recommended by the staff.

Several factors must be taken into consideration for determining the maximum walking distances appropriate to the ages and grade levels of school children while insuring adult supervision and route safety as follows:

- A. Students enrolled in grades K through 4, up to one (1) mile with adult supervision only;
- B. Students enrolled in grades 5 through 8, up to one and one-half (1½) miles; and,
- C. Students enrolled in grades 9 through 12, two (2) miles to school

For bus transportation, a student enrolled in kindergarten will be picked up and discharged to a responsible/designate adult. The pickup and discharge will be at his/her home except (a) where the child lives at a short dead-end street, (b) where the child lives at a reasonable walking distance from the school or bus stop, (c) where there is difficulty in turning the bus around, or (d) where road conditions are deemed too dangerous for a bus to travel.

**The prescribed walking distances will also take into consideration the health and physical fitness of the student and environmental and safety hazards. A doctor's certificate and/or statement from the school nurse shall determine the physical fitness of a student.

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Transportation (continued)

District Transportation

The Board of Education provides transportation to and from school for all students in kindergarten through twelfth grade who are deemed eligible for such service.

Expect delays the first week of school while the driver settles in to the new schedule. Pick up times are only estimated times and may vary as students are added or deleted from bus routes during the course of the school year.

Bus Stops

Specific bus stops are selected based on site safety conditions (sight line, ability to safely pull in and out of pickup points, available turn-around if necessary, etc.), neighborhood student population and distance between stops.

Regular bus routes will pick up students on cul-de-sac and dead end streets only if the street exceeds ½ mile on length and provides safe and adequate turn-around space.

Each August, students are assigned bus stops based on their home address regardless of arrangements made the previous year.

Routes are posted in local papers two (2) weeks prior to school opening. If you have any questions regarding your assigned bus stop, please call M & J Transportation at 860-388-6782. A request for a change in a bus stop must be made through the school office. Drivers are not authorized to make changes in bus stops.

Walking Guidelines

An approved maximum walking distance to school provided route safety can be assured or to a bus stop shall be one (1) mile for grades K to 4 with adult supervision and one and one half miles (1½) for grades 5 through 8 and two (2) miles for grades 9-12. In addition every effort is made to limit per trip travel time to no more than one hour.

Day Care

Children are assigned bus routes to accommodate childcare situations. However, these special requests must be made in writing (see sample form) one week prior to the effective date and days must be consistent.

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Transportation (continued)

Kindergarten and First and Second Grade Students

Kindergarten, First and Second grade students are required to have an authorized adult* **AT THE BUS STOP** at both pickup and drop off times. When there is no authorized adult present, the child will be returned to school. It is suggested that an adult be present for all young children. A child of any age or grade level, who, when arriving at their stop, is uncomfortable getting off the bus, may remain on the bus.

***Authorized adults are only those listed on the Emergency List.**

Kindergarten students in walking areas:
(There are no official walkers)

Dangerous Clothing

Safe transportation of your children is a joint effort. We ask for your assistance in reducing the potential for snagging incidents. Please eliminate accessories that are attached to the outside of your child's backpack (i.e., key chains) and trim any long clothing or backpack strings and straps.

Items To and From Home

Items, which can fit in a backpack or duffle bag, are allowed. Musical instruments, which can fit in a student's lap, are acceptable.

Items not allowed on the bus include special projects, which cannot fit into a backpack as well as athletic equipment such as bats, balls, sticks, skis, glass containers, etc....***Bulky or non-permissible items are the responsibility of the parent to bring to and from school. NO LIVE ANIMALS, WHETHER TAME OR WILD, ARE PERMITTED.***

Lost and Found

Articles left on the school bus will be kept for one week. Students may retrieve lost items from the bus driver. Items not claimed within the week will be placed with the school or local bus office lost and found items.

M & J Transportation will not be held liable for the security of any items left on the buses.

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Transportation (continued)

Bad Weather Procedures Delayed Openings and Cancellations

In the event of bad weather, which prohibits safe transportation, school sessions may be cancelled or delayed. Information regarding cancellation or delays will be announced on the following television stations: Channels 3, 4 & 8. Notices of delays or cancellations will also be sent directly to parents/guardians via School Messenger alerts.

Please **DO NOT CALL** the school or bus company for this information as lines must be left open for emergencies.

Early Dismissals

Emergency plans are to be completed by parents and returned to the classroom teacher. It is imperative that the school not be called for information regarding closings. All children should have an emergency backup plan should they arrive home to an empty house.

Authority

The Westbrook Board of Education or its designee shall have full authority to:

1. Establish the route and establish the loading and discharge points along the routes.
2. ***Determine the safest walking distances based on the extent and seriousness of the highway and road hazards.
3. Accommodate physically exceptional children and require acceptable data or a physician's certificate concerning the health or condition of the child at any time.
4. Delegate disciplining responsibilities to building administrators.

School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs and authorized by and under the auspices of the school Board. Only school and bus personnel are permitted to board the bus unless specifically authorized by the driver or school administrators.

Parents who are in disagreement with the Board of Education or the authorized designee's decisions regarding walking, biking or bussing routes will be asked to sign a waiver, accepting full responsibility for the safety of their child or children.

Changes to the assigned bus stop, bus stop procedures or designated supervising adults are only arranged and approved through the school office in accordance with the established procedures for the school.

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Transportation (continued)

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education

14-275 Equipment and color of school buses

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Policy adopted: July 10, 2007
Policy readopted: March 11, 2008
Policy revised/re-adopted: December 9, 2014
Revised: (M & J) August 10, 2018

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

**WESTBROOK PUBLIC SCHOOLS
DAY CARE BUS FORM**

Child's Name: _____ Effective Date: _____

Address: _____

Parent's Name: _____

Grade: _____ Teacher: _____

Home Phone: _____ Work Phone: _____

Bus to School: _____ Bus Home: _____

Child Care Provider Information

Name: _____ Phone: _____

Child Care Address: _____

(Please circle days that apply)

Bus **from** Day Care:

Monday Tuesday Wednesday Thursday Friday

Bus **to** Day Care:

Monday Tuesday Wednesday Thursday Friday

Day Care Bus In: _____ Day Care Bus Home: _____

I have read the day care guidelines on the reverse side of this form and agree to follow the school policies regarding bus changes:

Date

Parent/Guardian Signature

Received in school office on: _____

WESTBROOK PUBLIC SCHOOLS
BUS STOP CHANGE FORM

Child's Name: _____ Effective Date: _____
(one week notification needed)

Address: _____

Grade: _____ Teacher: _____

Parent's Name: _____

Home Phone: _____ Work Phone(s): _____

Bus to School: _____ Bus Home: _____

New Address Information:

Name: _____ Phone: _____

Old Address: _____

New Address: _____

Date

Parent/Guardian Signature

To be completed by school:

Received in school office on: _____

New Bus In: _____ New Bus Home: _____

WESTBROOK PUBLIC SCHOOLS
BUS STOP ADDITION/RELOCATION REQUEST

Child's Name: _____ Grade: _____

Address: _____

Parent's Name: _____

Home Phone: _____ Work Phone(s): _____

Do you believe the current bus stop is safe? _____ Yes _____ No

If Yes, please specify (see policies – Appendix A): _____

Other reasons: _____

Date

Signature

Return completed form to: Westbroook Public Schools
Superintendent of Schools
158 McVeagh Road
Westbrook, CT 06498