

# POLICY

## NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION

### PUPIL TRANSPORTATION

8600 PUPIL TRANSPORTATION

#### **M**

The Board of Education directs the Superintendent to supervise the development of bus routes to transport eligible pupils to and from school and school related activities in accordance with law and this policy. Transportation shall be provided only to eligible school pupils, authorized school staff members, and adults serving as approved chaperones.

The Board will provide transportation to and from school for public school pupils in grades Pre K through grade eight who live more than two miles from the school they attend and in grades nine through twelve who live more than two and one-half miles from the school they attend.

The Board shall purchase, equip and maintain vehicles and contract for school bus services for the transportation of students from home to school and from school to home at the beginning and ending of the school day, and for the transportation of students on field trips, athletic trips and late buses.

The Board is also well aware of the traffic hazards incidental to school pupils walking along or crossing major highways and roads, such as Route U.S. #1, #130, N.J. #27 and Jersey Avenue, to attend any of the township schools to which they are assigned. Therefore the Board may provide transportation for these pupils where the route is deemed hazardous by the Board despite their living less than the distances from their schools for which transportation is required by the State.

Students temporarily handicapped and unable to walk to school or their bus stop will be offered home instruction as per policy. Special transportation will only be offered to students classified under special services regulations.

The Board will transport students with disabilities pupils in accordance with Board Policy.

#### **Bused Kindergarten and Pre-School Student Policy**

For the safety and well being of our students, all pre-school and kindergarten students must have an adult meet them at the bus stop for all bus drop offs.



# POLICY

## NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION

### PUPIL TRANSPORTATION

In the event an older sibling is on the same route and the parent/guardian has approved that sibling to be responsible to walk the kindergarten student home, a signed letter must be submitted and on file in the transportation department from the parent/guardian. There must be consistency in the person responsible for the kindergarten student. For safety purposes, this should not be a different person each day.

If the parent or designee is not present at the bus stop, the driver will contact a member of the transportation department who will make an attempt to reach the parent by telephone. Should this fail; the driver will return the child to the originating school. The parent will then be required to pick up the student there.

In the event there is no administration personal at the school to receive the child, the child shall be brought to the local police department.

#### **Changes in Bus Stop Assignments**

At the start of each school year all bused students will receive a bus pass listing his/her bus route assignment and bus stop location.

Parent/guardian requests to change a bus stop shall not be considered during the first two weeks of school. Bus stop shall not be changed for any reason other than a safety concern that is noted.

After the first 2 weeks of school parents/guardians may request a change in bus stop by visiting the transportation office located at the Board of Education on Old Georges Road. The parent/guardian listed on the schools records is the only authorized persons able to request a change in a student's bus stop. The parent/guardian must present a photo identification, either an official State drivers license or government issued passport, along with a signed written request listing the existing stop and the requested new stop and the reason for the a stop change. For the safety of the students any approved stop changes granted will occur 2 days after the approval in order to allow proper notification to the school, the driver and time to send out an updated bus pass.

#### **Permission to ride a different bus.**

For the safety of all students, no student will be permitted to ride any bus other than his/her regularly assigned bus.



# POLICY

## NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION

### PUPIL TRANSPORTATION

Exceptions to this shall be made only in case of an emergency. Reasons such as visiting a friend, play dates, homework assistance, dance/sport practice, etc. do not classify as emergency situations.

All emergency requests must be submitted to the school's main office and approved by the building principal or assistant principal. Changes are subject to availability of seats on the requested bus route. If approved, a temporary one-day bus pass will be issued to the student by the building's main office.

The school bus driver shall be responsible for the discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline the driver shall report it to the Building Principal.

A student may be suspended from bus transportation by the Principal for disciplinary reasons in which case the parents are responsible for the pupil's transportation.

The Board will also transport resident children who attend a non-public school in the State of New Jersey as required by law. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for pupils enrolled in any public or non-public school.

Buses used to transport pupils must meet State standards. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.

The Transportation Coordinator under the supervision of the School Business Administrator/Board Secretary shall:

1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
2. Prepare and promulgate procedures to be followed in the event of a bus emergency and rules governing the conduct of all pupils transported by the Board;
3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
4. Prepare the specifications for each bus route or contract for which the Board will seek proposals.



# POLICY

## NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION

### PUPIL TRANSPORTATION

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The Board directs the Superintendent to oversee development of regulations to govern:

1. Pupil conduct on buses;
2. In-service education for bus drivers to include:
  - a. Management of pupils;
  - b. Safe driving practices; recognition of hazards;
  - c. Special concerns in transporting handicapped pupils;
  - d. Emergency procedures on the road; accident report; and
  - e. Information on required drug and alcohol testing.

#### Accidents

Forms shall be provided for the immediate reporting of all incidents involving a district-owned or contracted vehicle that includes any of the following:

1. Physical injury to anyone concerned, no matter how minor;
2. Property damage of any kind, even if the financial loss is negligible; and
3. Failure of any mechanical function of a district-owned or contracted vehicle during operation even if no injury or damage results.

It shall be the responsibility of the Superintendent to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performances, and in scheduling inspection of vehicles.

#### Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year.



# POLICY

## NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION

### PUPIL TRANSPORTATION

#### Vehicles and Equipment

All district-owned or contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All district-owned or contracted vehicles used to transport children shall conform to state standards for such vehicle.

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

#### Bus Drivers

Drivers of all Type I and Type II School vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district shall be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and implementing regulations and shall provide all bus drivers with required information on them (see Policy 4219.23 Employee substance abuse). Bus drivers are responsible for the safety of pupils entering, riding, and departing of their vehicles.

N.J.S.A. 18A:39-1 et seq.; 27:15-16; 39:3B-1 et seq.  
N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1

Adopted: 10 June 2003

